

A Secondary Suite is a subordinate, self-contained dwelling unit within a detached dwelling.

Secondary Suites are subject to the following regulations contained in *Regina Zoning Bylaw No. 9250* and *The National Building Code of Canada 2010*.

Zoning Regulations

Permitted Zones

Secondary suites are permitted in any lawfully constructed detached dwelling regardless of Zoning District. Therefore, it is possible to have a secondary suite in some commercial, industrial and special zones. Please contact the Current Planning Branch to confirm the Zoning District of the property.

Location

Suites are permitted in detached dwellings only. They are not permitted in any other type of buildings, including duplexes, semi-detached, triplex or fourplexes buildings.

Secondary suites are not permitted in any accessory building or structure such as a garage.

Number of Suites

The maximum number of suites permitted in a detached dwelling is one.

Size

The suite cannot occupy more than 40 per cent of the total gross floor area of the building, including the area of the basement.

Bedrooms

The maximum number of bedrooms permitted in a secondary suite is two.

Parking

One parking space must be provided on the property for the suite, in addition to the parking stall required for the detached dwelling. The minimum size for each parking space is 2.5 m x 6 m or 2.73 m x 5.5 m.

Location of Separate Entrance

If the suite has an exterior entrance that is separate from the entrance(s) to the principal dwelling:

- the entrance to the secondary suite shall be located on a side or rear wall of the principal dwelling; and
- the secondary suite entrance shall not be located or oriented as to face any street which any entrance to the principal dwelling faces or is oriented to.

Building Code Regulations

A building permit must be obtained from the City of Regina Building Standards Branch prior to construction of the suite.

Suite construction must comply with all relevant requirements of the *National Building Code, The Uniform Building and Accessibility Standards Act and Regulations, Building Bylaw No. 2003-7*, and any other applicable City bylaws. Some of the key *National Building Code* requirements are:

Windows

See *National Building Code, Section 9.7* for bedroom window sizes.

Glass sizes for bedroom: minimum dimensions of glass not less than 0.35 m² and no dimension less than 380 mm (*Section 9.9.10.1(2)*).

Window opening into a window-well, *Section 9.9.10.1(3)*:

- Where a window required in *Article 9.9.10.1* opens indoors, away from the window-well, has a clearance of not less than 760 mm shall be provided in front of the window.
- Where the sash of a window referred to in (1) swings towards the window-well, the operation of the sash shall not reduce the 760 mm minimum clearance in a manner that would restrict escape in an emergency.

Ventilation

See *National Building Code, Section 9.32* for ventilation area specifications. An air duct distribution system from one dwelling unit shall not be circulated to any part of the other dwelling unit (*Section 6.2.3.9 & 9.33.1.1(3)*).

Fire Protection / Resistance to Forced Entry

A smoke-tight barrier of not less than 12.7 mm thick gypsum board installed between suites and separating the service room on:

- Both sides of walls; and
- The underside of floor – ceiling framing *Section 9.10.9.14(4)* and *9.10.10.4(2)*.

Penetrations in the furnace room walls must be tightly-fitted/smoke-tight or fire stopped to maintain the integrity of the fire separation. *Section 9.10.9.6*, examples include drywall mud, fire caulking or fire donuts

Doors in smoke-tight barriers, in a dwelling unit that contains a secondary suite, shall be either:

- A 45 mm thick solid-core wood that meets the requirements in CAN/ULC-S113 as per *Article A-9.10.9.3(2)*, or a 20 minute fire rated door conforming to CAN/ULC-S104 and have a self-closing device installed.
- Self-closing devices are required on doors in a fire separation (*Section 9.10.13.10*).
- Every swing-type door in a fire separation shall be equipped with a latch (*Section 9.10.13.9*).
- Deadbolt locks shall be provided conforming to *Section 9.9.6.7*.
- Door Viewer: *Section 9.7.2.1* – main entrance door to dwelling units shall be provided with a door viewer, transparent glazing or a sidelight.

Separation of Dwelling Units

Walls and corridors between the dwelling units are required to be totally separated from each dwelling units by a continuous smoke-tight barrier of not less than 12.7 mm thick gypsum board installed on (*Section 9.10.9.14(4)* and *9.10.9.15(4)*):

- Both sides of walls separating the suites or corridor from the remainder of the building.
- The underside of floor-ceiling framing separating the suites or corridor from the remainder of the building.

Sound-proofing

Where a house contains a secondary suite, each dwelling unit shall be separated from every other space in the house, by a construction assembly having a sound transmission class rating of at least 43 (*Section 9.11.2.1.(2)(b)*).

Smoke and Carbon Monoxide (CO) Alarms

CO alarms shall be hardwired installed in each dwelling unit and shall be wired such that if one alarm sounds, all alarms in the building will activate. A smoke alarm must be installed in each bedroom (*Section 9.10.19* and *Section 9.32.3.9*).

Handrails

If there are more than two risers on interior stairs, a hand rail must be installed and conform to the requirements of *Section 9.8.7*.

Room Heights

All room heights shall be not less than 1.95 m and not less than 1.85 m under beams and ducting (*Section 9.5.3*, *Table 9.5.3.1* for more details).

Air Duct System

In a residential occupancy, air from one dwelling unit shall not be circulated to any other dwelling unit nor to a public corridor (*Section 6.2.3.9* & *9.33.1.1(3)*).

Heating Systems

Two separate heat sources - one for each independent living unit are required – *Section 9.33.1.1.(3)*, or other approved systems of heat.

If the pre-existing basement furnace room serves an existing constructed home, the furnace room is considered as part of the main floor area.

Plumbing

Each suite shall contain a kitchen sink, lavatory, bathtub or shower and water closet (*Section 9.31.4*).

The plumbing system must be installed by an eligible person who:

- Holds a Journeyman Plumber Certificate of Qualification issued pursuant to *Section 29 of The Apprenticeship and Trade Certification Regulations*; or
- Employs one or more of the persons mentioned in subclause (i).

Exiting

A separate continuous smoke-tight exit enclosure must be provided (*Section 9.10.9.15.4*).

Addressing

The secondary suite will be assigned an address that is separate from that of the principal dwelling. The secondary suite address will be identified by adding an "A" after the address number of the principal dwelling.

Example: Address of principal dwelling: 123 Regina Street
Address of secondary suite: 123A Regina Street

The address number for the secondary suite must be added to the exterior front wall of the house to assist emergency vehicles in locating the suite. The address number for the suite must be placed within one metre of the front entrance to the principal dwelling and must be plainly visible from the street that abuts the front entrance to the principal dwelling.

Canada Post requires that a separate mailbox be provided on the front of the house for the secondary suite.

Application Procedure

To apply for a building permit to construct a secondary suite, you are required to submit two copies of plans showing the following information:

- 1. Site plan, including the location and dimensions of the on-site parking stalls for the suite and the principal dwelling.
- 2. Dimensioned floor plans for all levels of the building showing room layouts and the use of each room.
- 3. Detailed cross section(s) showing room heights, structural details, fire separations and sound separation.
- 4. Structural components (i.e. columns, beams, etc.) within the suite.
- 5. Window sizes (opening size) and location.
- 6. Ventilation provisions.
- 7. Complete details of forced air/ heating systems.
- 8. Exiting, including the location of all exits from the house and the suite.
- 9. Location of fire separations. (Furnace Room)
- 10. Location and description of continuous smoke-tight barrier.

Application for a building permit may be made in person between 8 a.m. and 4:30 p.m., Monday to Friday at the Building Standards Branch, Building Permits, 9th Floor, City Hall, 2476 Victoria Avenue.

Other permits which may be required: Electrical Permit: SaskPower 1-888-757-6937

More Information

City of Regina
Development Services Department
9th Floor, City Hall
2476 Victoria Avenue
Regina, SK S4P 3C8
306-777-7551

Zoning Regulations – Current Planning Branch

Building Code Regulations – Building Standards Branch

This information sheet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Development Services Department for assistance as the City of Regina accepts no responsibility for any consequences resulting from persons relying solely on this information.