

# New Secondary Suite Checklist



(Reference provisions to Secondary Suites in Part 9 of Division B, BCBC)

This checklist is intended as a guide to assist in preparing plans for a building permit application. Some applications may require additional documentation. For the most accurate information, please contact us at:

[building@pittmeadows.ca](mailto:building@pittmeadows.ca)

604.465.2428

Date: _____ Address: _____ Zoning: _____				
			<b>Internal Use Only</b>	
Reference	Application	Provision	Complies	N/A
Article 9.5.3.1	Ceiling Heights of Rooms or Spaces	Ceiling and clear heights in secondary suites shall be the same as for all other dwelling units		
Article 9.5.5.1	Doorway Opening Sizes	Doorway opening sizes shall be the same as for all other dwelling units		
Article 9.8	Stairs, Ramps, Landings, Handrails and Guards	Stairs, ramps, landings, handrails, and guards shall be the same as for those serving single dwelling units		
Article 9.9.2.4	Principal Entrances	Exemption from requirements for exits		
Article 9.9.3.3	Width of Corridors	Minimum width for public corridors and exit corridors serving a house with a secondary suite including its common space		
Article 9.9.3.4	Clear Height	Minimum clear height for public corridors and exit corridors serving a house with a secondary suite including its common spaces		
Subsection 9.9.4	Fire Separations for Exits	Exits shall be separated by a fire separation with a fire-resistance rating corresponding to the interconnection of smoke alarms and the presence of sprinklers		
Subsection 9.9.6	Doors in Means of Egress	Limits on obstructions of doors and at doorways in a means of egress		
Article 9.9.9.2	Two Separate Exits	Permitted alternatives from providing a second and separate exit		
Article 9.9.9.3	Shared Egress Facilities	Permitted alternatives from providing a second and separate means of egress		
Subsection 9.9.11	Signs	Exemption from requirements for signage		
Subsection 9.9.12	Lighting	Exemption from requirements for lighting in a means of egress		
Article 9.10.3.1	Fire-Resistance and Fire-Protection Ratings	Permitted assemblies where a fire-resistance rating is required		
Article 9.10.9.2	Continuous Barrier	Sealing of joints in fire-separations		
Article 9.10.9.3	Openings to be Protected with Closures	Permitted alternative for doors where a fire-protection rating is required		
Article 9.10.9.6	Penetrations of Fire Separations	Permitted alternative to providing fire dampers		

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Reference	Application	Provision	Complies	N/A
Article 9.10.9.14	Separation of Residential Suites	Dwelling units shall be separated by a fire-separation with a fire-resistance rating corresponding to the interconnection of smoke alarms and the presence of sprinklers		
Article 9.10.9.15	Separation of Public Corridors	Public corridors shall be separated from the remainder of the building by a fire separation with a fire-resistance rating corresponding to the interconnection of smoke alarms and the presence of sprinklers		
Article 9.10.10.4	Location of Fuel-Fired Appliances	Permitted alternative for the separation of service rooms containing a fuel-fired appliance		
Article 9.10.11.2	Firewalls Not Required	Permitted alternative to the requirement for a firewall on a property line		
Article 9.10.12.3	Exterior Walls Meeting at an Angle	Required distance between unprotected openings		
Subsection 9.10.15	Spatial Separation Between Houses	Application of Subsection 9.10.15 to houses with a secondary suite		
Article 9.10.19.1	Required Smoke Alarms	Smoke alarms required in ancillary spaces and common spaces		
Article 9.10.19.5	Interconnection of Smoke Alarms	Options for interconnection of smoke alarms corresponding with the fire-resistance rating of fire separations and the presence of sprinklers		
Subsection 9.10.20	Firefighting	Exemption from providing access panels and basement access		
Subsection 9.11.1	Protection from Airborne Noise	Requirement for protection from airborne noise, and permitted assemblies where an apparent sound transmission class rating or a sound transmission class rating are required		
Subsection 9.32	Ventilation	Permitted alternative to a self-contained mechanical ventilation system serving only one dwelling unit		
Article 9.32.4.2	Carbon Monoxide Alarms	Carbon monoxide alarms shall be interconnected		
Section 9.33	Heating and Air-Conditioning	Permitted alternative to a heating system or air-conditioning system serving only one dwelling unit		
Article 9.33.4.3	Heating System Control	Individual temperature controls shall be provided in each dwelling unit		
Subsection 9.34.2	Lighting Outlets	Requirement for stairways to be lighted		

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## Fire Separation Requirements:

- a) having a fire-resistance rating not less than 15 min when all smoke alarms within the house are of photo-electric type and interconnected as described in Clause 9.10.19.5.(2)(a) (see also Sentence 9.10.3.1.(2))
- b) having a fire-resistance rating not less than 30 min when additional smoke alarms of photo-electric type are installed and interconnected as described in Clause 9.10.19.5.(2)(b) (see also Sentence 9.10.3.1.(3))
- c) having a fire-resistance rating not less than 45 min when smoke alarms are not installed and interconnected as described in Clauses (a) or (b), or
- d) not required to have a fire-resistance rating if the building is sprinklered

## Sound Transmission Requirements:

Where a house contains a secondary suite, each dwelling unit shall be separated from every other space in the house in which noise may be transmitted by:

- a) construction having
  - i. joist spaces filled with sound-absorbing material of not less than 150 mm nominal thickness
  - ii. stud spaces filled with sound-absorbing material
  - iii. resilient channel on one side of the separation spaced 400 or 600 mm o.c., and
  - iv. not less than 12.7 mm thick gypsum board on ceilings and on both sides of walls, or
- b) construction providing an STC rating of not less than 43, or a separating assembly and adjoining constructions, which together provide an ASTC rating of not less than 40

(See also Sentence 9.10.3.1.(2) and Note A-9.11.1.1.(2).)