

**You will need to apply for a building permit and obtain a certificate of occupancy to carry out this work.**

The following is a general list of the information we will require you to provide when starting your building permit application:

- Construction plans showing compliance with Manitoba Building Code
- Property address
- Dollar value, or a reasonable estimate, of cost of construction
- Contractor along with contact information
- If you are not the owner, authorization from the owner entrusting you as the applicant to make application and oversee the project
- Site plan showing a satisfactory number of parking spaces, as per the Zoning By-law.



Contact Us

**City of Brandon  
Planning &  
Building Safety  
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**Office Hours**  
Monday to Friday 8:30 am to 5:00 pm

Please call between 8:30 am and 9:30 am to book inspections.



# Planning, Property & Buildings

## Guidelines for Developing an Additional Dwelling Unit



## **Wanting to establish a suite in your existing property?**

**Step One** — Contact a community planner to ensure that the development of a suite at your location is a permitted use under the City of Brandon Zoning By-law.

All applications must be reviewed and approved by the City of Brandon Zoning Department. This review will include a check for:

- Compliance with the property zoning – is an additional dwelling unit permitted in your zone?
- Property and dwelling unit size requirements – Does the size of the property allow for an additional dwelling unit?
- Parking requirements – Does the proposed parking comply with the Zoning By-law?
- Any other outstanding items that may support or disallow an additional dwelling unit and what applications might be required to ensure the suite conforms.

**Step Two** — Contact a building inspector to determine that your proposed construction will comply with enforced building by-laws.

In order to obtain a building permit to establish a suite, you will be required to submit a detailed set of plans showing compliance with the City of Brandon Building By-law and Manitoba Building Code (MBC). The following is a general list of the information which needs to be included on the plans:

- Ceiling heights must comply with Art. 9.5.3.1. of the MBC.
- The bedroom windows must comply with Art. 9.7.2.2. and 9.9.10. of the MBC.
- Stairs must be constructed in compliance with Art. 9.8 of the MBC.
- Egress from the dwelling units must comply with Art. 9.9.9. of the MBC.
- Emergency lighting is to be installed as per Art. 9.9.12.3. of the MBC.
- Separation of the residential suites must comply to Art. 9.10.9.14. of the MBC.
- Service rooms must comply with Art. 9.10.10. of the MBC.
- The doors, dampers and other closures in the fire separations must comply with Art. 9.10.13. of MBC.
- Smoke detectors in re-circulating air-handling systems must comply with Art. 9.10.18.5. of the MBC.
- Smoke alarms must comply with Art. 9.10.19. of the MBC.
- The minimum sound transmission class ratings must comply with Art. 9.11.2.1. of the MBC.
- Ventilation required as per Section 9.32 of the MBC.
- Plumbing to be installed as per the MB Plumbing Code.

A qualified draftsperson or contractor should be able to assist in establishing compliance with the above noted by-laws and codes. All City of Brandon by-laws are accessible on the City of Brandon website at [www.brandon.ca](http://www.brandon.ca)