

TOWN OF COCHRANE

101 RancheHouse Rd.
Cochrane, AB T4C 2K8
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Secondary Suites

Submission requirements:

1. Completed permit application forms (Building, Electrical and Plumbing) and Fire Safety Plan. If the owner is not planning to live in the home, the Electrical and Plumbing Permits must be obtained by a licensed contractor.
2. Floor plan/layout indicating area of development, use of each room, showing all dimensions, and window/door locations.
3. Copy of the Approved Development Permit or Notice of Decision.

Basic building code requirements:

- Each bedroom or combination bedroom window shall provide an unobstructed opening of not less than 0.35m² (3.8 ft² OR 547 in²) with no dimension of the opening less than 380mm (15"). The required opening shall be maintained in an emergency without the need for additional support (awning type windows that must be latched or propped open do not comply). If the bedroom window opens into a window well, a clearance of 760mm (30") must be maintained in front of the window.
- Smoke alarm must be installed in each bedroom, and in a location between the remainder of the basement and the bedroom. If the bedroom is served by a hallway the alarm is to be located in the hallway. Carbon monoxide (CO) alarms can be installed in each bedroom or outside each bedroom within 5m (16.4') of each bedroom door, measured following corridors and doorways. Additional smoke alarms may be required.
- Handrails/Guardrails shall be installed at all stairs with 3 or more riser and must be continually graspable along their entire length with no obstruction on or above them to break a handhold expect at newel posts.
- The furnace room/mechanical room door must be at least 810mm (32") wide.
- The suite must have its own ventilation system and independent thermostatic control. (Separate furnace OR Baseboard heaters c/w HRV (Heat Recovery Ventilator))
- A smoke tight barrier must be achieved using min 12.7mm (½") drywall throughout (No exposed wood, includes the mechanical room).
- Where noise may be transmitted through ceilings and walls, they shall be filled with insulation, installed resilient channel on one side spaced 400mm (16") or 600mm (24") on centre and have 12.7mm (½") drywall on ceilings and both sides of walls OR a wall assembly with an STC of 43 OR ASTC of 40.
- Any door that penetrates the required smoke tight barrier must be solid core 45mm (1¾") thick and must be self-closing.
- Kitchen exhaust fan must be vented directly outside.
- Other building code requirements will apply.

**** If you have any questions, please contact 403-851-2572 or email safety.codes@cochrane.ca ****