



Secondary Suite Checklist

SUITE ADDRESS	INSPECTION DATE
OWNER NAME(S)	
OWNER ADDRESS	PHONE #
INSPECTOR(S)	

Nothing in this information sheet relieves a person from complying with any federal or provincial law or regulation, Alberta Building Code 2014, Alberta Fire Code 2014, other bylaw or any requirements of any lawful permit, order or licence.

COMPLIANCE

YES NO

2.16.2.15. Smoke Alarms		YES	NO
1) Smoke alarms conforming to CAN/ULC-S531, "Smoke-Alarms," shall be installed in accordance with Subsection 9.10.19. of Division B of the Alberta Building Code shall be provided in each dwelling unit. (Includes common areas & sleeping rooms)			
2) Smoke alarms shall be installed by permanent connections to an electrical circuit and, when acceptable to the authority having jurisdiction, the interconnection of smoke alarms can either be hard wired or wireless so that activation of one smoke alarm will cause all alarms within both dwelling units to sound.			
3) Smoke alarms shall be installed in areas that are common to both dwelling units and connected in conformance with Sentence (2).			
2.16.2.16. Carbon Monoxide Alarms		YES	NO
1) Carbon monoxide alarms conforming to CSA 6.19, "Residential Carbon Monoxide Alarming Devices," shall be installed in accordance with Sentence 9.32.3.9(2) of Division B of the ABC in the primary and secondary dwelling units.			
2) Carbon monoxide alarms shall be installed by permanent connections to an electrical circuit and interconnected so that the activation of one carbon monoxide alarm will cause all alarms within both dwelling units to sound. (See Appendix A)			
3) Carbon monoxide alarms shall be installed in areas that are common to both dwelling units and connected in conformance with Sentence (2).			
2.16.2.17. Inspection, Testing and Maintenance of Smoke Alarms and Carbon Monoxide Alarms		YES	NO
1) Smoke alarms and carbon monoxide alarms required by this Section shall be inspected, tested and maintained in conformance with the manufacturer's instructions.			
2.16.2.2. Bedroom Windows		YES	NO
1) Except as permitted in Sentence 9.9.10.1(1) of Division B of the ABC, each bedroom within a secondary suite shall have at least one outside window that meets the requirements of Articles 9.9.10 of Division B of the ABC.			
9.9.10. Egress from Bedrooms		YES	NO
9.9.10.1. Egress Windows or Doors for Bedrooms		YES	NO
1) Except where the suite is sprinklered, each bedroom or combination bedroom shall have at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware. (See Article 9.5.1.2. and Appendix A.)			
2) The window referred to in Sentence (1) shall			
a) provide an unobstructed opening of not less than 0.35 meters squared in area with no dimensions less than 380 mm, and			
b) maintain the required opening during an emergency without the need for additional support. (See Appendix A.)			
3) Where a window required in Sentence (1) opens into a window well, a clearance of not less than 760 mm shall be provided in front of the window. (See Appendix A.)			
4) Where the sash of a window referred to in Sentence (3) swings towards the window well, the operation of the sash shall not reduce the clearance in a manner that would restrict escape in an emergency.			
5) Where a protective enclosure is installed over the window well referred to in Sentence (3), the enclosure shall be openable from the inside without the use of keys, tools or special knowledge of the opening mechanism.			
6) If the window referred to in Sentence (1) is provided with security bars, the security bars shall be openable from the inside without the use of keys, tools or special knowledge.			

2.16.2.8. Exit Doors		
1) Every exit door or door that provides access to exit from a secondary suite shall be		
a) not less than 1 980 mm high,		
b) not less than 810 mm wide, and		
c) permitted to swing inward.		
2.16.2.9. Means of Egress		
1) Except as permitted in Sentence (2), each dwelling unit shall be provided with at least one exit that leads directly to the outside.		
2) Dwelling units may share a common exit meeting the requirements of Article 2.16.2.10.		
2.16.2.10. Protection of Exits		
1) Every exit, other than an exit doorway, shall be separated from adjacent floor areas by not less than one layer of 12.7 mm thick gypsum wallboard or equivalent material on each side of the walls. (See Appendix A.)		
2.16.2.13. Furnace Room Separations		
1) A furnace room shall be		
a) separated from the remainder of the building by not less than one layer of 12.7 mm thick gypsum wallboard or equivalent material on the ceiling and on each side of the walls, or		
b) protected by an automatic sprinkler system using up to nine heads with no isolation valve between the heads and the domestic water supply designed and installed by a journeyman plumber or sprinkler fitter.		
2) A door shall be provided to each furnace room.		
2.16.2.3. Exit Stairs		
1) Exit stairs shall have a clear width of not less than 860 mm.		
2.16.2.4. Landings		
1) Landings for stairs shall be at least as wide as the stairs and not less than 900 mm in length.		
2.16.2.5. Handrails and Guards		
1) Handrails and guards shall conform to the requirements of Subsections 9.8.7. and 9.8.8. of Division B of the ABC.		
2.16.2.6. Public and Exit Corridor Width		
1) The clear width of every public corridor and exit corridor shall be not less than 860 mm.		
2.16.2.7. Unenclosed Exterior Stair or Ramp		
1) Where an unenclosed exterior exit stair or ramp provides the only means of egress from a secondary suite and is exposed to the hazards of fire from unprotected openings in the exterior wall of another dwelling unit, the openings shall be protected in conformance with Articles 9.10.13.5. and 9.10.13.7. of Division B of the ABC.		
2.16.2.11. Dwelling Unit Separations		
1) Dwelling units shall be separated from each other by not less than one layer of 12.7 mm thick gypsum wallboard or equivalent material on the ceiling and on each side of the walls.		
2.16.2.12. Protection of Public Corridors		
1) A public corridor shall be separated from the remainder of the building by not less than one layer of 12.7 mm thick gypsum wallboard or equivalent material on each side of the walls.		
2.16.2.14. Heating and Ventilation Systems		
1) For an existing secondary suite, a single heating and ventilation system may be used to serve both the secondary suite and main dwelling unit.		
2.16.2.1. Height of Rooms and Spaces		
1) Unless acceptable to the authority having jurisdiction, the height of rooms or spaces in a secondary suite over the required minimum area in accordance with Table 9.5.3.1. of Division B of the ABC shall be not less than 1.95 m.		

The above deficiencies marked 'no' shall be remedied in accordance with the requirements of the Alberta Fire Code

Rev-02/2016

Further inspection required <input type="checkbox"/> YES <input type="checkbox"/> NO	Re-inspect in ____ days
Building permit required <input type="checkbox"/> YES <input type="checkbox"/> NO	Electrical Permit required <input type="checkbox"/> YES <input type="checkbox"/> NO
PBDS phone 403-529-8374	
Receipt of report is acknowledged Print:	Sign:
<p>Unless otherwise specified the owner or the owner's authorized agent shall be responsible for carrying out the provisions of the Alberta Fire Code. Non-compliance may result in a fine being issued under the Safety Codes Act. Medicine Hat Fire Service assumes no responsibility for this residence.</p>	