

DOCUMENTS AND INFORMATION REQUIRED FOR DEVELOPMENT AND BUILDING PERMITS CREATING AN APARTMENT WITHIN A SINGLE FAMILY DWELLING

The list below is in reference to the National building code of Canada and the City of Dieppe zoning bylaw (Z-10).

A house with an apartment shall have:

- A review from a development officer to verify if the additional unit is permitted in the specific zone and if there is independent accessible parking for at least two vehicles (required in most zones).
- Walls and floors separating the two units with a minimum fire-resistance rating of 1 hour (or 45 minutes depending on the scenario) and a sound transmission class rating of at least 50.
 - Common wall construction: two layers of 15.9 mm (5/8 in.) Type-X gypsum board over resilient metal channels, insulation between the studs (38 mm x 89 mm/2 in. x 4 in. minimum) and one layer of 15.9 mm (5/8 in.) Type-X gypsum board on the opposite side.
 - Common floor/ceiling construction: two layers of 12.7 mm (1/2 in.) Type-X gypsum board under resilient metal channels and at least 150 mm (6 in.) of insulation between the joists.
- The required fire-resistance rating on load bearing walls, beams and posts that support a fire rated floor.
- The required fire-resistance rating for any doors and frames in fire rated walls. The doors shall be equipped with a self-closing device.
- At least one separate exit for the apartment that meets the building code requirements or two shared exit.
- Bedroom windows that meet the egress size requirements of the code. The clear unobstructed opening shall be at least 0.35 sq. m (3.77 sq. ft.) and have no dimensions less than 380 mm (15 in.).
- Ceiling heights of at least 2.1 m (6 ft. and 10 1/2 in.).
- Separate mechanical ventilation systems (air exchangers) for each unit.
- Separate heating/cooling systems for each unit if the system is distributed through air ducts.
- Smoke alarms within each unit that are connected to an electrical circuit and have batteries as an alternate power source (locations determined by building code). If the unit requires more than one smoke alarm, they shall be interconnected within the unit. Carbon monoxide alarms are required for houses with attached garages or houses with fuel burning appliances.
- A surface flame-spread rating of 150 or less on any exposed wall and ceiling finishes.
- A review of the existing type of cladding on the exterior of the house in relation to fire rating requirements due to the wall proximity to the property lines (the amount of windows and doors may also be subject to review).

Required documents

One complete paper set and electronic version of the documents (.pdf). Electronic documents may be sent to construction@dieppe.ca

- A detailed scope of work describing the project with the cost breakdown.
- A site plan indicating the width and length of the driveway/parking spaces and dimensions from the house to the surrounding property lines.
- A set of scaled, noted and dimensioned plans specifying the proposed work. The plans shall detail the items in the list above. The package should include existing plans, proposed demolition, proposed plans and cross sections.

Disclaimer: The information above is a general guideline. Additional documents may be required.