

A Building Permit is required for the alteration or construction of a subsidiary apartment or the alteration of an existing subsidiary apartment within a dwelling.

Application for Permit can be made at:

Town Hall  
Engineering Department  
100 Elizabeth Drive  
Gander, NL A1V 1W6

Phone: 709-651-5915

Office Hours:  
8:30 am to 4:30 pm

Building Permit fee:

- **Minor construction (under \$20,000 value)** \$1.00 for each \$1,000 construction value with a minimum charge of \$10.00.
- **Major Construction (over \$20,000 value)** \$2.00 for each \$1,000.00 construction value. Fee to be paid upon receipt of application.

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#### GENERAL INFORMATION

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**Subsidiary Apartment** means a separate dwelling unit constructed within and subsidiary to a self-contained dwelling and does not include secondary suites.

- 1) No subsidiary apartment or dwelling unit will be permitted to be occupied that is considered to be a potential fire hazard, or below the level of acceptable life safety due to its location, construction or contents as reasonably determined by Town of Gander inspectors or officials and more specifically, the following is required before subsidiary apartments can be approved for occupancy.
- 2) There shall be no greater than one (1) subsidiary apartment per dwelling and at no time are subsidiary apartments permitted in a double dwelling (duplex). Subsidiary apartments are not permitted in combination with a secondary suite.
- 3) Minimum floor area requirements for a subsidiary apartment are 40 square metres for one bedroom plus 10 square metres for each additional bedroom.
- 4) A Subsidiary apartment must be equipped with a separate electrical service and associated electrical panel.

- 5) A floor plan drawing is required for the addition of a subsidiary apartment and may be required for any alterations.

**Secondary Suite** means a separate dwelling unit not exceeding 80% of the floor area of all stories of the other dwelling units or 80 square meters., whichever is the lesser.

- 1) Separate electrical service/panel is prohibited and smoke detectors must be interconnected.
- 2) Must have fire separation of ½ hour
- 3) Common driveway permitted.
- 4) Not required to have separate air exchange unit.

#### Driveways

- 1) The Preferred method is to widen the existing driveway as shown in drawing #2A, example D.
- 2) On a corner lot, a second driveway may be approved off the secondary street. Both driveways should be on the side away from the intersection. (See Drawing #1A, example B).
- 3) On a lot where neither of the adjacent lots have a driveway adjacent to the lot in question, a second driveway may be constructed. (See Drawing #2A, example C)
- 4) On wide lots where the sideyards on each side of the house is greater than 3 meters, a second driveway may be constructed, provided there is a minimum of 3 meters of land between the second driveway and the property line. (See Drawing #1A, example A).
- 5) Material not conforming to the flamespread requirements of the current **National Building code of Canada (NBCC)** shall be strictly prohibited. (ie: unrated or untreated wall panel board, ceiling tiles, etc.)

#### Occupancy Permit

- 1) Please note that an Occupancy Permit is required for any dwelling unit. All requirements of these regulations must be met prior to the issuance of this permit.
- 2) All construction shall be completed in accordance with the current **NBCC**.
- 3) These regulations are subject to change as the NBCC, Life Safety Code and Municipal Regulations are changed and updated accordingly.

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#### NEW CONSTRUCTION

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- 1) Subsidiary apartment shall be separated from the remainder of the dwelling by a fire separation with a fire resistance rating of not less than 45 minutes. This includes the use of non-combustible plumbing in all parts of the apartment. See part 9.10.9.6 (2) AND 9.10.9.7 (1) of the current National Building Code.
- 2) Subsidiary apartments shall have a separate entrance that is not shared with the main dwelling.
- 3) For all new construction, minimum window sizes for rooms shall be as follows:

Location	Requirements
Laundry, basement, rec. room, unfinished basement or cellar, water closet, kitchen.	Windows not required.
Living room, dining room, bedrooms and all other rooms.	Windows shall have a minimum size of 0.53 sq. metres and provide an unobstructed opening of not less than 380 mm in height and width and 0.35 sq. metres in area as per NBCC 2005.
4) Laundry facilities or adequate space for laundry facilities shall be provided in every subsidiary apartment. Plumbing to be roughed in.	

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#### EXISTING SUBSIDIARY APARTMENTS

(constructed prior to January 1, 1990)

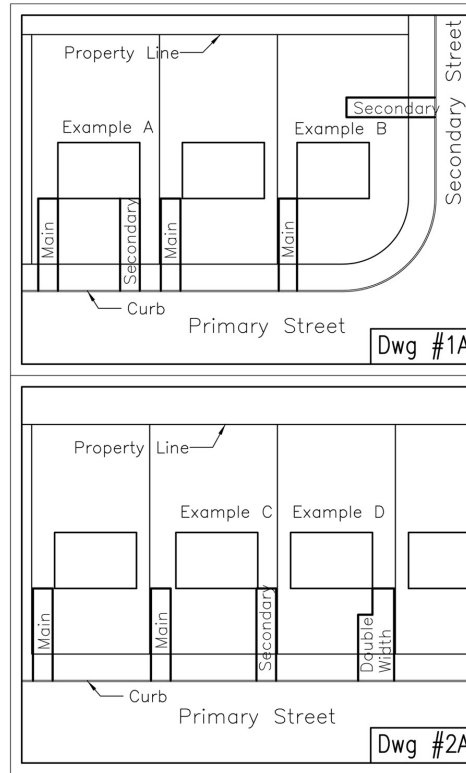
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- 1) Existing dwellings containing two (2) subsidiary apartments and previously approved by the Town Council of Gander, may be permitted as a non-conforming use provided that all Town of Gander regulations pertaining to the dwellings and the subsidiary apartments are strictly adhered to. List of approved units available from the Town.

- 2) Existing subsidiary apartments are required to be separated from the remainder of the dwelling by a fire separation with a fire resistance rating of not less than one-half (1/2) hour.
- 3) Apartments may have access to the outside entrance shared with the main dwelling provided the access is separated, along with the apartment, from the remainder of the dwelling by a fire separation having a fire resistance rating of not less than one-half (1/2) hour.
- 4) The minimum window size for rooms shall be as follows:

<b>Location</b>	<b>Requirements</b>
Laundry, basement, rec. room, unfinished basement or cellar, water closet, kitchen.	Windows not required.
Living room, dining room, bedrooms and all other rooms.	Minimum clear opening height and width of 380 mm and minimum area of 0.27 sq. metres

- 5) The minimum ceiling height for subsidiary apartments shall be 1.98 m with an average minimum ceiling height of 2.13 m over 80% of the room.
- 6) Where an electrical service panel is located in a bedroom:
  - a. A smoke detector shall be installed in that bedroom;
  - b. The panel shall be readily accessible or have the means of operation readily accessible;
  - c. The panel shall be rendered inaccessible to children by means of an external non-lockable cover.



## Subsidiary Apartments/ Secondary Suites

### BUILDING PERMIT

### REGULATIONS

#### New & Existing

**Revised:**  
**June 4<sup>th</sup>, 2002**  
**March 19<sup>th</sup>, 2009**  
**July 29<sup>th</sup>, 2009**  
**February 28<sup>th</sup>, 2013**



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