



PLANNING, PROPERTY
AND DEVELOPMENT
DEPARTMENT

SECONDARY SUITES

A Planning and Zoning guide

In-Person Customer Service Hours are:

Tuesday to Friday 8:30 am to 4:30 pm - All Zoning, Permits and Plan Examination services are available at Unit 31 – 30 Fort Street.

Mondays 8:30 am to 4:30 pm are reserved for telephone inquiries and completed application drop-offs. This enables Zoning and Permits staff to process building and development applications received throughout the week.

The purpose of this brochure is to help explain secondary suite regulations and the approval processes for those considering establishing one within the City of Winnipeg. This is neither a by-law nor a legal document. Should any conflicts arise between this guide and any relevant City of Winnipeg By-Laws and/or applicable codes, those by-laws and codes shall take precedence.

Important City Contacts:

For more information on this bulletin or other requirements, please contact

Zoning and Permits General Inquiries:

Phone: 204-986-5140

Fax: 204-986-6347

Plan Examination Inquiries:

Phone: 311



Winnipeg
at your service.

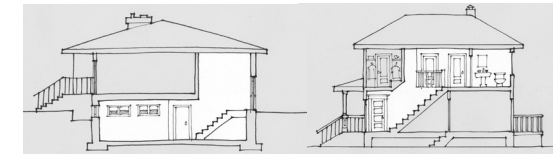
City of Winnipeg
Planning, Property and Development Department
Unit 15 - 30 Fort Street
Winnipeg, Manitoba
R3C 4X5

www.winnipeg.ca/ppd

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Secondary Suite – Definition

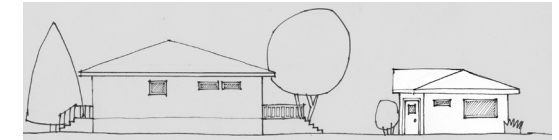
Secondary Suite, attached means an accessory dwelling unit added to or created within a single-family residence that provides basic requirements for living, sleeping, cooking, and sanitation.



Basement suite

Second floor suite

Secondary Suite, detached means a dwelling unit that is accessory to, but not attached to a single family residence and provides basic requirements for living, sleeping, cooking and sanitation.



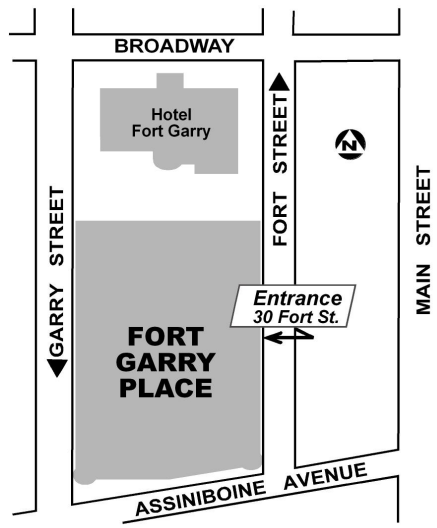
Garden suite



Garage suite (above)



Garage suite (adjacent)



GENERAL CONDITIONS:

1. A secondary suite is accessory to a single-family home and cannot be contained within a duplex or any type of multi-family building.
2. Whether detached or attached, a single-family lot may only have one secondary suite.
3. A secondary suite may not be subdivided from the principal building.
4. All secondary suites require Conditional Use approval and must comply with the use specific standards set out in the zoning by-law (note: use specific standards are different for attached and detached suites).

Conditional Use:

The conditional use process allows an opportunity to assess whether the development, based on its characteristics and context will impact neighbouring properties. The Conditional Use process is different for attached and detached suites.

Where can I have a secondary suite?

- Attached Secondary Suites are accommodated in all zoning districts that allow single family dwellings.
- Detached Secondary Suites are accommodated in all “R1” Districts and the “R2” District with single family dwellings provided they meet the use specific standards.

Approval Process:

Attached Secondary Suites require

“B” Conditional Use

- If the proposed secondary suite meets the use specific standards of the by-law and the city administration recommends approval of the Conditional Use, a public notification poster is then placed on the subject site informing the public about the development proposal. (If any of the prescribed use specific standards are not being met the application follows the “C” Conditional Use process)
- If someone objects to the development as posted, or the Administration rejects the proposal, a public hearing is triggered at the Appeals Committee of Council.
- Where an application is posted and no objections are raised, there is no public hearing and the applicant may proceed through the building permit process.

Detached Secondary Suites require

“C” Conditional Use

- All detached Secondary Suite applications require a public hearing to the applicable hearing body, which is typically the Board of Adjustment. Prior to the public hearing the subject site is posted to provide notice of the proposal.
- The proposal must meet all of the prescribed use specific standards of the by-law. Any standards that are not being met will trigger a variance application which will be heard concurrently at the Board of Adjustment.
- The Decision of the Board of Adjustment can be appealed to the Appeals Committee of Council and is subject to its own Public Hearing Process.

* Secondary Suite Regulations		
	Attached Secondary Suite	Detached Secondary Suite
Minimum Lot Size	Min. lot size of zoning district	3,500 sq ft
Parking Requirement	Total of 2 spaces	Total of 2 spaces
Minimum Suite Size	No	350 sq ft
Maximum Suite Size	800 sq ft or 33% of total living area, whichever is less	600 sq ft
Maximum Height	Maximum height of principal building	• Suite at grade = 15 ft • Above garage = 25 ft
Exit Doors	No more than one door on the front	N/A
Separating Distance	N/A	See Zoning By-lay

*See Zoning By-Law for complete regulations at: <http://www.winnipeg.ca/CLKDMIS/DocExt/ViewDoc.asp?DocumentTypeId=1&DocId=3943>

Financial Assistance:

The Province of Manitoba has made strides supporting secondary suites through the creation of the Municipal Planning Guidelines for Secondary Suites. A key objective of the guidelines is to encourage Manitoba municipalities to allow secondary suites by adopting a less restrictive stance towards their development. The Guidelines can be accessed at: <http://www.gov.mb.ca/ia/plups/pdf/mpgss.pdf>

The Province of Manitoba also offers a financial incentive program for the construction of new secondary suites. Information on the program and application details can be found at:

- 204-945-5566 or 1-866-689-5566
- housing@gov.mb.ca

Site Servicing Considerations

Satisfying site servicing requirements such as sewer and water hook ups can be burdensome, especially for a detached suite. Prior to applying for the approvals for a detached secondary suite it is advised that you consult with a professional Engineer about site servicing and associated costs.

Manitoba Building Code

Satisfying the requirements of the building code can be costly, especially when constructing a detached secondary suite to an existing dwelling. It is advised that you consult an Engineer/Architect early in your planning process. Key building code considerations may include, but are not limited to the following:

- Egress from Suites
- Window Egress
- Height of Suite
- Fire Protection
- Heating and Ventilation
- Plumbing
- Electrical
- Professional consultation will help identify site servicing considerations and costs

Note: For specific building design information, refer to the “Attached Secondary Suites, a building guide” brochure.

All secondary suites must meet the Manitoba Building Code