



CALGARY FIRE DEPARTMENT

Fire Prevention Bureau Inspection Checklist: Secondary Suites

Nothing in this information sheet relieves a person from complying with any federal or provincial law or regulation, Alberta Building Code 2006, Alberta Fire Code 2006, other bylaw or any requirements of any lawful permit, order or licence.

2.16.2.15. Smoke Alarms		COMPLIANCE	
1)	Smoke alarms conforming to CAN/ULC-S531, "Smoke Alarms," installed in accordance with Subsection 9.10.19. of Division B of the Alberta Building Code 2006 shall be provided in each dwelling unit.	Yes	No
2)	Smoke alarms shall be installed by permanent connections to an electrical circuit and wired so that activation of one smoke alarm will cause all alarms within both dwelling units to sound.	Yes	No
3)	Smoke alarms shall be installed in areas that are common to both dwelling units and connected in conformance with Sentence (2).	Yes	No
2.16.2.16. Inspection, Testing and Maintenance of Smoke Alarms			
1)	Smoke alarms required by this Section shall be inspected, tested and maintained in conformance with the manufacturer's instructions.	Yes	No
6.7.1.1. Inspection, Testing and Maintenance			
1)	Except as required by Sentences (2) and (3), smoke alarms shall be inspected, tested and maintained in conformance with CAN/ULC-S552, "Maintenance and Testing of Smoke Alarms."		
2)	The owner of a leased dwelling unit shall	Yes	No
	a) ensure smoke alarms within the dwelling unit are tested and cleaned prior to occupancy, and		
	b) provide tenants with information concerning ongoing smoke alarm inspection, testing and maintenance.	Yes	No
5)	Carbon monoxide detectors shall be inspected, tested and maintained in conformance with the manufacturer's instructions.	Yes	No
2.16.2.2 Bedroom Windows			
1)	Except as permitted in Sentence 9.7.1.2.(1) of Division B of the Alberta Building Code 2006, each bedroom within a secondary suite shall have at least one outside window that meets the requirements of Articles 9.7.1.2. and 9.7.1.3. of Division B of the Alberta Building Code 2006.	Yes	No
9.7.1.2 Bedroom Windows (A.B.C.2006)			
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.)	Yes	No
2)	The window referred to in Sentence (1) shall	Yes	No
	a) provide an unobstructed opening of not less than 0.35 metres 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 Article 9.7.1.3. and Appendix A.)	Yes	No
3)	If the window referred to in Sentence (1) is provided with security bars, the security bars shall be operable from the inside without the use of any tools or special knowledge.	Yes	No

2.16.2.8. Exit Doors		COMPLIANCE	
1) Every exit door or door that provides access to exit from a secondary suite shall be		Yes	No
a) not less than 1 980 mm high,		Yes	No
b) not less than 810 mm wide, and		Yes	No
c) permitted to swing inward.		Yes	No
2.16.2.9. Means of Egress (Exits)			
1) Except as permitted in Sentence (2), each dwelling unit shall be provided with at least one exit that leads directly to the outside.		Yes	No
2) Dwelling units may share a common exit meeting the requirements of Article 2.16.2.10.		Yes	No
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.)		Yes	No
2.16.2.13. Furnace Room Sections			
1) A furnace room 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 the ceiling and on each side of the walls. (See A-2.16.2.10.(l) in Appendix A.)		Yes	No
2) A door shall be provided to each furnace room.		Yes	No
2.16.2.3. Exit Stairs			
1) Exit stairs shall have a clear width of not less than 860 mm.		Yes	No
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.		Yes	No
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 Alberta Building Code 2006.		Yes	No
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.		Yes	No
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 .10.13.7. of Division B of the Alberta Building Code 2006.		Yes	No
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. (See A-2.16.2.10.(1) in Appendix A.)		Yes	No
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. (See A-2.16.2.10.(1) in Appendix A.) Alberta Fire Code 2006 Division B 2•23		Yes	No
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.		Yes	No
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 Alberta Building Code 2006 shall be not less than 1.95 m. 2•22 Division 8 Alberta Fire Code 2006		Yes	No