



For more  
information

~~contact:~~  
Jessica Mills

Director of Planning &  
Community Development  
City of Thompson  
226 Mystery Lake Rd.

Ph.: 204-677-7922

E-mail:

[jmills@thompson.ca](mailto:jmills@thompson.ca)

# SECONDARY SUITES Information and Guidelines

*CITY OF THOMPSON  
PLANNING AND COMMUNITY  
DEVELOPMENT*

City of Thompson

Planning and  
Development

Tel: 204-677- 7922

## What is a Secondary Suite?

A Secondary Suite is an accessory dwelling unit added to or created within a single family residence that can be rented and provides basic requirements for living, sleeping, cooking, and sanitation.

### Why are Secondary Suites Permitted?

Thompson is in need of affordable housing, and this need may be met by allowing homeowners to create or legalize a secondary suite, with certain conditions being met.

### What are the Legal Requirements?

The best reason to legalize a secondary suite is to reduce your liability. As a homeowner, you can reduce your liability if you:

- Ensure that the suite meets all required fire, building and housing standards;
- Advise your insurance provider of the secondary suite and adjust your insurance accordingly;
- Advise your mortgage holder of the secondary suite; and
- Ensure that you comply with the City's Zoning By-law.

### WHAT ARE THE BUILDING REQUIREMENTS?

All secondary suites must conform to the Manitoba Building Code as well as City by-laws. Some conditions include the following:

- The secondary suite must be self-contained.
- The floor area of the suite must be less than the rest of the house.
- All units must have smoke alarms and may require a carbon monoxide alarm.
- The entrance door must be at least 32" x 78"
- There must be a ¾ hour fire separation between suites.
- Bedrooms must have windows that are easily opened from the inside and have an unobstructed opening of not less than 3.77ft<sup>2</sup>. With no dimension less than 15" (for example 36"x15" or 24"x24".)
- All bathrooms need either a window or an exhaust fan.
- The City requires one additional on-site parking stall for a secondary suite.

### WHO IS RESPONSIBLE FOR COMPLYING WITH THE REGULATIONS?

The homeowner is responsible for complying with the Manitoba Building Code. There are penalties for non-compliance. Owners require a building permit and may require other permits to create a secondary suite.

### WHAT IF I ALREADY HAVE A SECONDARY SUITE IN MY HOME?

The City allows secondary suites in the following zoning classifications, providing that the suites comply with fire, building and safety standards:

- RR- Rural Residential Zone
- R1- Single Detached Residential
- R2- Semi-Detached Residential

If you already have a suite and need to determine if it complies, contact the City for requirements and/or an inspection. The cost of inspection and a letter of clearance, confirming your suite is safe is \$ **142.00**. If as a result of inspection, you learn that you need to do some work on your secondary suite, you may need a permit and may not be allowed to continue renting the suite until the improvements are complete.

