

Brandon Fire and Emergency Services



Decommission / Closure of Illegal Suite(s) Policy “P9”

The following Policy is in accordance with the City of Brandon’s Fire Prevention By-Law #7200

Purpose: To provide information and guidance to establish a reasonable/acceptable level of safety when involved in the decommissioning / closing of an illegally established suite(s) in a building that was originally designed as a single family dwelling.

In the event that following a Property Fire Inspection an Owner of a property decides to remove / close an illegally established suite(s) versus applying for the appropriate permits to legalize the suite(s), the following shall be completed.

- The owner shall sign and return the Brandon Fire and Emergency Services – “Suite(s) to be Closed Confirmation Letter”.
- The owner shall remove all locking mechanisms on doors between suites.
- The owner shall remove any separation doors related to the suite(s).
- The owner shall remove the stove from the suite(s) area.
- The owner shall have the following completed by a qualified electrician
 - Remove a portion (shorten) the connecting wire to the plug portion of the removed stove and install cap.
 - Remove a portion (shorten) the connecting wire to the breaker.
 - Remove the stove breaker from the electrical panel.
 - Install electrical panel breaker fillers
- Verification of work completed – signed by the electrician, shall be provided to the Brandon Fire and Emergency Services.
- The Planning, Property and Buildings Department will be advised of the decommissioning / closing of all illegal suites.