

Secondary Suite Worksheet

DONE BY THE BOOK

Measure once, write it all down, and your plan scan fills itself in.

The whole suite

- ☐ Overall width: _____ Overall depth: _____
- ☐ If the space is L-shaped: measure and label EACH leg separately
- ☐ Ceiling height (slab to joist bottom): _____ Under ducts/beams: _____

Each room (write the name IN the room on your drawing)

- ☐ Width x depth of every room: written inside or beside the room
- ☐ Bedroom windows: glass size _____ and sill height from floor _____
- ☐ The kitchen wall: where the sink, stove, and fridge will sit — draw and label them
- ☐ Bathroom fixtures drawn and labelled; mark the existing rough-in with an X

The suite's own entrance

- ☐ Where the suite's entrance is — mark the door on the drawing
- ☐ Existing door, or a new one to be built? Write it: _____
- ☐ The path from the entrance to the suite (stairs, hallway) — draw it

What separates the suite from the rest of the house

- ☐ Doors between the suite and the main home — mark each one
- ☐ What's above the suite ceiling (main-floor rooms) — write it beside the plan
- ☐ Laundry: shared or in the suite? Mark the machines' spot

Mechanical & electrical (the questions the app will ask)

- ☐ Furnace + water heater location, and the room around them
- ☐ Electrical panel location: _____ Main breaker size: _____
- ☐ FREE breaker spaces — count the empty slots: _____
- ☐ Water line size coming into the house: _____
- ☐ Floor drain, sump, and main water shut-off — mark each

Before you photograph or upload

- ☐ Every room has a NAME written in it — including Kitchen
- ☐ Overall width and depth are written along the edges
- ☐ The suite entrance and the kitchen wall are labelled
- ☐ Photo: page flat, good light, whole page in the frame — or save as PDF

Tip: the app only reads what is written on the plan — a measurement you write down is a question you never get asked.

Sketch your suite here — 1 square = 1 foot (suggested)

Draw wall lines dark. Write room names inside rooms and measurements along the edges.

