

## INSTRUCTIONS: BASEMENT DEVELOPMENT BUILDING APPLICATION

**All drawings must be submitted in ink. Pencil drawings will not be accepted.**

**Submission Requirements** - A completed Basement Development Building package which includes:

1. A Residential Building Permit Application
2. A PLAN DRAWING of the proposed work with **ALL** the following information:
  - a. Room Dimension
  - b. Cold Air Return
  - c. C/O2 and smoke detectors
  - d. Electrical panel location
  - e. Window size in Bedroom(s)
  - f. Exhaust outlet for bathroom(s)
  - g. Hallway finish width minimum of 34"
  - h. Door size for service room minimum 32"

**Please Note:** You are only applying for a Basement Development Building Permit. You **will** also need the following permits;

1. Electrical Permit
2. Plumbing Permit

\*\*\*Further permits **may** be required depending on the scope of work

### Inspection Requirements:

By law, we must inspect the construction work at various stages:

1. Building
  - a. FRAMING INSPECTION – After all rough-in sub trade work is completed, inspected and passed, with exterior walls insulated and poly re-installed but before drywall.
  - b. FINAL INSPECTION- After all work is complete.
2. Electrical
  - a. ROUGH IN INSPECTION- After all rough-in work is completed but before insulation and poly is re-installed.
  - b. FINAL INSPECTION - After all electrical work is complete.
3. Plumbing
  - a. STACKS AND GROUNDWORKS INSPECTIONS- After all stacks and ground work are completed but before insulation and poly are re-installed
  - b. FINAL INSPECTION - After all plumbing work is complete.
4. Gas
  - a. ROUGH IN INSPECTION – After gas lines have been roughed-in but before insulation and poly are re-installed
  - b. FINAL INSPECTION – After all work is complete.

**EXAMPLE OF BASEMENT DEVELOPMENT FLOOR PLAN**

Please refer back to Step 2 for information required to be on floor plan

