

**RESIDENTIAL: BASEMENT SUITES**

**INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT APPLICATION**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. CURRENT COPY OF THE CERTIFICATE OF TITLE</b> (Within 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. OWNER AUTHORIZATION</b> (If the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. APPLICATION FEE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. SITE PLAN</b> showing:
<input type="checkbox"/>	<input type="checkbox"/>	• North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	• Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Property Lines
<input type="checkbox"/>	<input type="checkbox"/>	• Adjacent City streets, lanes, sidewalks, curbs, and proposed and existing curb cuts
<input type="checkbox"/>	<input type="checkbox"/>	• Foundation outline of the dwelling and the outline of eaves and any other projections
<input type="checkbox"/>	<input type="checkbox"/>	• Setback distances for ALL EXISTING structures to the front, side and rear property lines
<input type="checkbox"/>	<input type="checkbox"/>	• Separate access to basement suite must be shown on site plan
<input type="checkbox"/>	<input type="checkbox"/>	• Parking areas for both dwellings including width and length of all stalls, driveways, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. FLOOR PLANS</b> showing:
<input type="checkbox"/>	<input type="checkbox"/>	• Layout of all exterior and interior walls and identify rooms (eg: kitchen, bathroom, internal stairways)
<input type="checkbox"/>	<input type="checkbox"/>	• Location of doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	• Dimensions of buildings (length & width); include cantilevers and other projections.
<input type="checkbox"/>	<input type="checkbox"/>	• Location of separate access to the basement suite.

Note: In addition to a development permit, a building permit is also required.