

## Residential Building Permit Check List Walk Out Addition / Basement Entry

<b>Project Name:</b>		<i>Building Permit Label (completed internally)</i>
<b>Project Address:</b>		
<b>Applicant:</b>		
<b>Applicant Address:</b>		

<b>The following items are required for plan review:</b>		<b>YES</b>	<b>N/A</b>
1.0	<b>Two copies of legible site plans</b> – drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing buildings, boundaries and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing roof eaves and overhang sizes.		
1.4	Location of gas and electric meters.		
2.0	<b>Two copies of construction drawings</b> - drawn to scale and dimensioned		
2.1	Depth of the existing foundation walls in the areas of excavation, along with details for the provision of a minimum 4'0" frost protection.		
2.2	Drawings detailing footing size, foundation wall height, damp proofing & weeping tile connections (if required), rebar size and placement, and connections for the new foundation to the existing.		
2.3	Locations and sizes of cored out openings in existing foundation walls.		
2.2	Details as to how the area is being drained. Drywells must be located at least 5m from the building.		
3.0	<b>Additional permits</b> - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single Family Dwelling.		
3.1	Electrical Permit may be required.		
3.2	Plumbing Permit may be required for surface drainage.		

4.0	<b>Additional documents</b>		
4.1	Locate slips for underground utilities.		
4.2	A gas agreement - Required if the meter must be moved.		
4.3	Form C – signed copy of exterior wall claddings – Part 9 buildings.		
4.4	Depending upon the complexity of the project structural engineer involvement may be necessary.		

**Checklist must be completed by applicant prior to submittal.  
 Minor changes or notes on submitted plans may be in blue or black ink.  
 RED INK IS RESERVED FOR DEPARTMENT.**

**NOTE:**

**Any missing or incorrect information will delay the permit issuance.**