

Residential Building Permit Check List Basement Development or Alteration/Addition

Project Name:	
Project Address:	
Applicant:	
Applicant Address:	

	The following items are required for plan review:	YES	N/A
1.0	Legible site plans – digital or hard copy drawn to scale and dimensioned		
1.1	Square footage of developed floor area and labeled room uses.		
1.2	Wall framing including size and stud spacing. Base plate material.		
1.3	Perimeter Frost wall details including RSI values, Air, and Vapour Barriers.		
1.4	Floor, wall, and ceiling finishes. (Be aware – the addition of a sleeper floor may impact the stairs leading to the basement development.)		
1.5	Door & window sizes and types. Bedroom egress compliant windows clearly identified (minimum one in each bedroom).		
1.6	Stair handrail and guards shown with heights dimensioned from nosing.		
1.7	Locations of smoke and carbon monoxide detectors.		
1.8	Bath exhaust fans, if applicable.		
2.0	Building systems		
2.1	Location of Electrical Panel – may not be located in clothes closet.		
2.2	Plumbing fixtures/stack, where applicable for new bathrooms.		
2.3	Location of existing gas-fired appliances – must be separated from living areas with walls and a 32" door.		
3.0	Additional permits - 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 is required.		
3.2	Plumbing/Gas/Heating permits may be required.		

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.