

Building Permit Application Requirement List: **BASEMENT DEVELOPMENT/HOUSE SUITE**

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

1. Floor Plan, shall include:
 - Dimensions of rooms and spaces (corridors, stairs, etc.)
 - Window and door opening locations and sizes
 - Dimensions of window wells (where required) shown at each bedroom/egress window
 - Use of each room
 - Location of smoke/carbon monoxide detectors
 - Total area of construction only (sq.M)
2. Letter of Authorization from the **property owner(s)** registered on title, including contact information.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.

IMPORTANT

- Only complete applications will be added to the permit queue.
- If a listed requirement is missing, you will receive an email notification with instructions.
- Follow the instructions provided throughout the application process.

TIP: Name the documents that you upload the same as they appear in the Requirement List above. (Example, 'Site Plan', 'Floor Plan', etc.)