

BUILDING PERMIT  
BASEMENT DEVELOPMENT/SECONDARY SUITE  
APPLICATION REQUIREMENT LIST

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

All required items must be provided upon application and uploaded to ProjectDox, as per the required naming conventions. Incomplete applications will be returned to the Applicant. This checklist does not need to be submitted as part of your application.

Provide the following:	<h3><u>Required Items</u></h3>
<input type="checkbox"/>	<p>1. Floor Plan, shall include:</p> <ul style="list-style-type: none"><li>- Dimensions of rooms and spaces (corridors, stairs, etc.)</li><li>- Window and door opening locations and sizes</li><li>- Dimensions of window wells (where required) shown at each bedroom/egress window</li><li>- Use of each room</li><li>- Location of smoke/carbon monoxide detectors</li><li>- Total area of construction only (sq.M)</li></ul>
<input type="checkbox"/>	<p>2. Letter of Authorization from the <b>property owner(s)</b> registered on title, including contact information.</p>

**Additional permits may be required.**

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