

Finishing a Basement and Creating New Living Area

Required Documents:

1. **Application to Construct or Demolish Form** (See the how to fill out guide on the website)
2. **Completed Schedule 1** (completed by owner if designing own house, or by designer if they are preparing the plans. See the how to fill out guide on the website.)
3. **Energy Efficiency Design Summary** (Filled out by owner or by designer depending on who is doing the plans ONLY if exterior walls were not originally insulated. This form is on our website.)
4. **Drawings (2 sets)** (Floor plan, HVAC Supply and Return location, bathroom layout, room labels, window sizes, smoke detector and strobe locations etc.)
5. **Plumbing Information Sheet** (Filled out by owner and plumber stating plumber information and amount of fixtures being installed if a new basement bathroom is being proposed.)
6. **Fees** (As calculated from the fees section on our website)
7. **Letter of Authorization** (only required if someone else is applying for the permit on owner's behalf. This form is on our website.)
8. **3rd Party Approvals** (Occasionally you may need Health Unit approvals may be required if on a septic system).