



Permit Application Checklist – BASEMENT DEVELOPMENT

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Required Information:

2 complete sets of plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

- **“Basement Development Checklist”** properly filled out.
- **Floor Plans** with the following information:
 - Exterior and Interior wall locations / room sizes and overall dimensions / room use
 - Stair locations and dimensions (cross sections)
 - Window sizes, locations, and type
 - Door sizes, locations and swing direction
 - HVAC unit/system location

Are you developing a Secondary Suite?

- Additional information regarding the construction of the required fire separations between basement ‘suites’ and the remainder of the house is required.
- See also BuildTECH Bulletin, “2010 NBCC Secondary Suite Guidelines”.

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Pre-drywall; all interior framing, and exterior wall insulation and poly is complete and ready for drywall.
- Final; all finishes and life safety systems are complete, and the space is ready for occupancy.
- Secondary suites may require an intermediate inspection to review drywall install for fire separation requirements.

Inspection Call-In Program:

- It is the owner’s responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner’s expense.
- Contact BuildTECH at 306-370-2824, or call4inspection@gmail.com, to arrange for inspections; please provide at minimum 72 hours notice.