

INTERIOR BASEMENT FINISHING PERMIT REQUIREMENTS:

1. Complete building permit application (available on the Town's website or in the Building Department office)
2. Two copies of a floor plan drawn to scale (see attached Sample Floor Plan) indicating the following:
 - Identify all rooms,
 - Indicate room sizes with dimensions,
 - Specify the location and sizes of all windows and doors including the height of windows from the floor level,
 - Location and dimension of stairs,
 - Location of smoke and CO detectors,
 - Type of interior and exterior wall finishes,
 - Location of all plumbing fixtures including mechanical ventilation, and
 - Location and size of heat registers in each room and return air grills.
3. Building permit fees will be calculated in accordance with Schedule "A" of the current Building By-law. As assessment fee as stated in the Town's Fees & Charges By-law will also apply.

For further information regarding Basement Finishing requirements, please contact the Building Division at 905-778-2055.

