

## Plan Review 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.

### Required Information:

- 2 sets of Basement Layout Drawings with the following information
  - Exterior and interior wall locations
  - Window sizes and locations
  - Door sizes, locations and swing direction
  - Heating unit/system location
- 2 sets of Basement Drawings with the following information
  - Wall Detail (see PBI detail)
- 2 copies of the Mechanical Ventilation Design Summary filled out by the mechanical contractor
- 2 copies of the Building Permit Application properly filled out

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

- Plan Review (Prior to the commencement of any construction)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Final (Prior to moving in or occupying the building)

**Basement Development Specifications for:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Legal Land Location: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Specifications**

**Health & Safety**

Electrical: GFI in bathroom: \_\_\_\_\_  
Bathroom venting: Yes \_\_\_\_\_ No \_\_\_\_\_  
Smoke Alarms interconnected with other floors above:  
Yes \_\_\_\_\_ No \_\_\_\_\_

*(Smoke alarms are required to be no more than 5m (16' 5") from bedroom doors and 15m (49') to any point on the floor level)*

**Walls**

Type, method & spacing of anchoring: \_\_\_\_\_  
Method of floating, Top: \_\_\_\_\_ Bottom: \_\_\_\_\_  
Wall height: \_\_\_\_\_  
Insulation & vapour barrier: \_\_\_\_\_

*(Envelope the wall from grade on the foundation side, down to the bottom plate, then up to joists on interior side - Example 2, Page 3)*  
Inside finish: \_\_\_\_\_  
Windows: \_\_\_\_\_

*(Bedrooms windows are to be sized as per Examples 1, Page 2 for egress in case of a fire)*

Permit # \_\_\_\_\_  
Town/Village/RM of \_\_\_\_\_  
Date: \_\_\_\_\_

**Ceiling**

Type: Suspended \_\_\_\_\_ Gyproc: \_\_\_\_\_  
Other: \_\_\_\_\_  
Insulation & vapour barrier along joist perimeter: \_\_\_\_\_

**Other**

Fireplace: None \_\_\_\_\_ Gas: \_\_\_\_\_  
Electric: \_\_\_\_\_ Wood: \_\_\_\_\_  
*(Provide fireplace manufacturer's installation specifications and combustion air source specifications)*  
*(Provide a return air to the furnace for the basement.)*

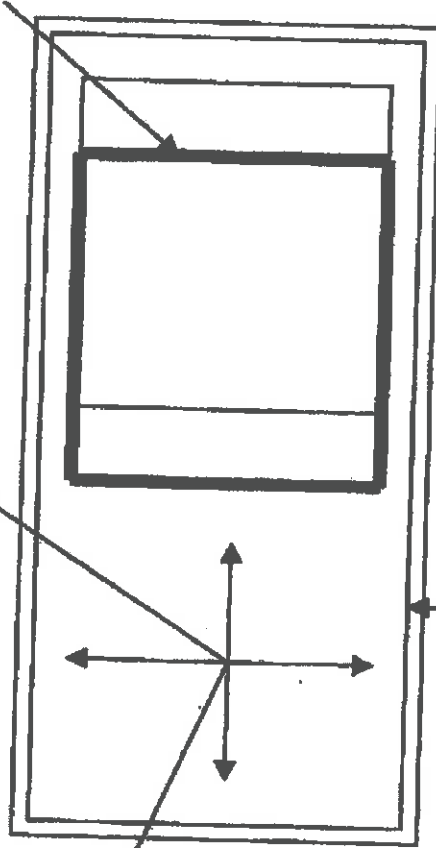
**Attach a sketch of the basement development.**

**Window Requirements for Bedrooms  
in a Basement Development - Example 1**

Hardware or sash must not have to be removed for escapes; sash must not have to be supported

Min. area of unobstructed opening not less than 0.35m<sup>2</sup> (3.8 ft<sup>2</sup>)

No dimension less than 380mm (15") of unobstructed opening for openable portion of window (ie 15" x 36")



Note: Window well egress:

- Well to be 3011 away from window opening
- Operation of window sash not to reduce min. clearance

1.5m (5') max is recommended to accessible surface

**Wall Detail - Example 2**

