

Residential Construction Guide

Basement Finish

A building permit is required when you wish to:

- finish a basement
- construct a secondary suite
- refer to tol.ca/building for guidelines on other projects requiring a permit

If you wish to construct a secondary suite, please refer to the secondary suite construction guide.

Application

It has never been simpler, faster or more convenient to apply for your basement finish building permit application **online** at tol.ca/buildingpermits. If you are unable to submit your application digitally, visit the Permit, Licence and Inspection Services department and provide three sets of floor plans (two reduced on 11 x 17 paper), in addition to the list below.

The applicant must submit:

- a Building Permit Application form, completed and signed
- basement finish checklist
- a current Title Search or a Freehold Transfer (title search is to be no older than 30 days prior to permit application)
- floor plans, drawn to scale
- an Agent Authorization form signed by the owner (if applicable)
- for properties serviced by a septic system, the following information must be completed by the Registered Onsite Wastewater Practitioner (ROWP) if adding bedrooms:
 - Building Permit Referral Form completed by the ROWP
 - Floor plan must be signed and sealed by the ROWP

Any structural modifications may require additional information.

Drawings

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the BC Building Code and the bylaws of the Township. Drawings may be submitted in metric or imperial scale. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.

Floor Plans

- clearly label all rooms (rooms with a closet are considered a bedroom)
- show all dimensions and door/window sizes (bedroom windows must comply with egress)
- windows/doors, including door swings
- plumbing fixtures, appliances, hot water tank, fireplaces, and heating system
- laundry (indicate the location if not shown on the floor plan)
- hot water tank and furnace (indicate if it is being relocated)
- if the basement is being partially finished – indicate finished / unfinished areas
- indicate on plans the total area being finished

Building Permit Application Process

Once compliance with Municipal Bylaws and other applicable enactments has been demonstrated, a building permit can be issued following receipt of payment of the appropriate permit fees and bonds. The issuance of the permit may be delayed depending on:

- volume of applications
- the complexity of the project
- completeness of the application, including compliance with the applicable Zoning Bylaws and other bylaws and the current edition of the BC Building Code

Prior to Issuance

No work shall commence or be undertaken without first obtaining a permit from the Permit, Licence and Inspection Services Department.

Inspections

The following activities must occur during the duration of construction:

- Inspections must be requested by the owner, builder or the agent.
- All work being inspected must be complete and ready prior to inspection.
- Work must not proceed past any of the stages listed without prior clearance.
- The street address and permit card must be posted in a visible location on the site.
- The approved permit drawings and prior inspection notices are to be available on-site for all inspections.

No person may occupy or permit occupancy of any building or structure until an accepted final inspection has been undertaken by the Building Inspector and occupancy has been authorized by the building inspector in writing.

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