



Basement Finish

(Not for an additional dwelling unit)

Building Permit Application Checklist:

This document summarizes the minimum required information to be submitted in accordance with the Building Code Act and the City of Burlington's Building Permit By-Law for a complete building permit application. Incomplete applications will not be accepted. However, should it be determined that additional documents and/or approvals are required during the processing of this application, you will be notified.

Refer to the [Electronic Building Permit Application Submission and Resubmission Standards](#) for digital drawings and documentation submission requirements. Submissions that do not meet these criteria will be refused.

Pre-Approval:

Pre-Building Permit Approval Process – Contact Community Planning and Zoning – planning@burlington.ca

Permit Fees:

Refer to current Building Permit By-Law for [Fee Schedule](#) or contact a Building staff at buildingpermits@burlington.ca

Completed Forms and Documents:

- Completed Provincial Application form for a Permit to Construct or Demolish.
- Schedules completed to show all designer qualifications along with BCIN numbers (Plans to show designer information as per conditions set in Div. C, 3.2.4. and 3.2.5. OBC).
- Applicable BMEC Authorizations or Minister's Rulings with CCMC Evaluation Listings for innovative materials or systems

Construction Documents

Maximum digital paper size is 36"x48" (914mmx1219mm): All drawings shall be to scale, dimensioned and provide sufficient information that describes the full extent of proposed work.

- Floor Plan - with the following information:
 - All room ceiling heights, dimensions, door sizes and names/uses.
 - Location of all smoke and carbon monoxide alarm(s).
 - Existing and proposed wall locations and construction including framing size/spacing, insulation type and thermal value, vapour barrier and interior finish.
 - Location of existing and proposed plumbing fixtures.

- Egress window location and size if a bedroom is in the basement. Include lintel size if an enlarged or new window opening is required.
- Locations of existing and proposed supply, return and exhaust air openings.
- Location of three-way wall switch at head and foot of stairway controlling a light outlet with fixture.

Additional Documentation:

- Private sewage system evaluation where applicable – A separate permit is required for sewage system alterations.
- Other Applicable Laws, as defined in the Ontario Building Code.

Building Permit Issuance:

Prior to issuance of a building permit, the applicant will be contacted upon completion of the plans review and advised of any outstanding fees, such as Parkland Dedication Charges, Development Charges, Community Benefits Charges, and/or any other applicable fees in the City of Burlington's Building Permit By-law.

Permits shall be released to the owner or applicant. The Building Department will release permits to other parties only where written authorization has been received from the property owner or the applicant.

Refer to [Applying for a Building Permit](#) on the City of Burlington website, for more information.

Building Department
buildingpermits@burlington.ca
905-335-7731