

**BUILDING PERMIT REQUIREMENTS  
 BASEMENT FINISH**

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Burlington's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Provided Not Applicable Outstanding	<b>REQUIRED DOCUMENTATION:</b> MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm) All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. <b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</b>
	<b>Pre-Approvals/Documentation</b> Approved <b>Zoning Certificate</b> including all approved drawings
	<b>Application (One Copy)</b> Completed Provincial <b>Application</b> for a Permit to Construct or Demolish <b>Schedules</b> 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 Div.C, 3.2.5 OBC)
	<b>Permit Fees</b> <b>Permit Fee</b> as per the service index for the classification of the work proposed and the floor area in m <sup>2</sup> of the work involved (Fee = Service Index X Area). Refer to Building By-Law 66-2019 for Fee Schedule.
	<b>Construction Drawings (Two Complete Sets)</b> <b>Floor Plan</b> showing the following: Title of Plan and Scale (Example 1/4" = 1') Overall Dimensions and use of each room Location and size of existing and proposed Construction details for proposed construction including material, size and spacing (walls, doors and ceilings) Location of plumbing fixtures: note whether fixtures are existing or new Location of smoke alarm(s) Show location of existing supply air registers and return air grilles and new supply air registers and return air grilles Show location of an exhaust fan in the bathroom A three way wall switch located at the head and foot of the stairway to control at least one lighting outlet with fixture must be provided and designated on the plan; indicate whether the switch is new or existing
	<b>Additional Documentation</b> Private <b>sewage system evaluation</b> where applicable - separate permit required <b>Other Applicable Law</b> <b>Ministers Ruling or BMEC Approvals</b> for innovative materials or systems.

**Building Permit Issuance**

The following items must be completed prior to issuance of a building permit:

- 1 Outstanding balance of permit fees are due and payable at the time of permit issuance. The applicant will be contacted upon completion of the plans review and advised of any outstanding fees.
- 2 Permit 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 owner of the property or the applicant.

**Other Contacts**

City of Burlington, Committee of Adjustment	(905) 335-7642
City of Burlington, Planning & Building Department - Planning/Zoning Division	(905) 335-7642
Electric Safety Authority	1 (877) 372-7233
Ministers Ruling	<a href="http://www.obc.mah.gov.on.ca/Page66.aspx">www.obc.mah.gov.on.ca/Page66.aspx</a>
BMEC (Building Materials Evaluation Commission) Approvals	<a href="http://www.obc.mah.gov.on.ca/Page50.aspx">www.obc.mah.gov.on.ca/Page50.aspx</a>
CCMC (Canadian Construction Materials Centre-Canadian National Research Council)	<a href="http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html">http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html</a>