

Basement Renovations Checklist (with a kitchen)

- Zoning Certificate required
- Survey or concept plan of the property
- 2 sets of main floor drawings to understand the layout of the house
- 2 sets of basement floor plans
- Letter stating there will be no basement apartment, signed by the owner of the house.

Basement Renovations Checklist (without a kitchen)

- Zoning Certificate required
- 2 sets of basement floor plans
- Letter stating there will be no basement apartment, signed by the owner of the house.

***Note:** Floor plans shall include overall dimensions of each room and the use of each room. Drawings should be building plans or something of similar caliber.