

Building Permit Requirements

Basement Finish & Interior Alterations

The following information is required at submission. Complete submissions can be processed within 10 business days. Please view the Accessory Dwelling Unit package for separate suite requirements.

Building Permit Application Package

1. **Completed building permit application** consisting of:
 - “Schedule 1: Designer Information”
 - “Owner’s Authorization for Agent to Make an Application” if applicable
 - On-site sewage system analysis, if applicable

2. **One (1) copy** (in .pdf format) of plans and specifications drawn to scale which must include:
 - Existing floor plan
 - Overall dimensions and the dimensions of each room and space
 - Label the use of each room and space
 - Location and size of existing and proposed windows
 - Construction details for proposed construction including material, size and spacing (walls, doors and ceilings)
 - Location of plumbing fixtures, noting whether fixtures are existing or new
 - Location of smoke alarm(s) and carbon monoxide detector(s)
 - Show the location of an exhaust fan for the bathroom if the bathroom is not equipped with an openable window
 - A three-way wall switch located at the head and foot of the stairway, to control at least one lighting outlet with a fixture to light the stair, must be provided and designated on the plan indicating whether the switch is new or existing
 - If converting unheated space to heated, please provide Energy Efficiency Design Summary, HVAC design and calculations

Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.

Fees & Issuance

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Note: Fees are charged in accordance with the Town’s Fees and Charges By-law, and are subject to change.



Use one form for each individual who reviews and takes responsibility
for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**Owner's Authorization for
Agent to Make an Application**



**Town of Innisfil
Building Department**
2101 Innisfil Beach Road,
INNISFIL, ON L9S 1A1
Tel : 705-436-3710
1-888-436-3710
Fax: 705-436-7120

Date: _____ Permit No.: _____

Proposed Work: _____

Location: _____

The undersigned, being the owner(s) of the above referenced property, authorizes

Applicant Name

Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail

Signature of Authorizing Officer (I have authority to bind the Corporation)	

CHECK LIST

MY DESIGN INCLUDES:

- ① COVER ALL DIMENSION OF EACH ROOM AND SPACE
- ② USE OF EACH ROOM AND SPACE
- ③ LOCATION AND SIZE OF EXISTING AND PROPOSED WINDOWS
- ④ LOCATION AND SIZE OF ALL DOORS
- ⑤ CONSTRUCTION DETAILS
- ⑥ LOCATION OF PLUMBING FIXTURES
- ⑦ LOCATION OF SMOKE ALARM AND CARBON MONOXIDE DETECTOR
- ⑧ LOCATION OF EXISTING AND PROPOSED SUPPLY AIR AND NEW RETURN AIR REGISTERS
- ⑨ EXHAUST FAN IN BATHROOM
- ⑩ 3 WAY SWITCH AT TOP AND BOTTOM OF STAIRS
- ⑪ BEDROOM AND OTHER WINDOW REQUIREMENTS

NOTE:

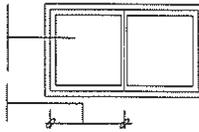
FOR ALL ELECTRICAL PERMITS AND INSPECTIONS CONTACT THE ELECTRICAL SAFETY AUTHORITY

NOTES:

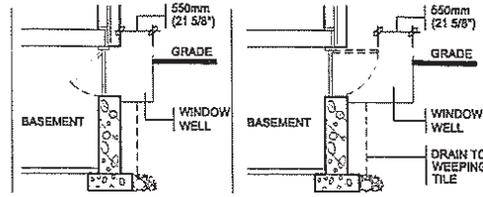
This sample is for finishing basements only and does not address the requirements for basement apartments.

MINIMUM AREA OF UNOBSTRUCTED OPENING NOT LESS THAN 0.35m² (3.8 sq.ft.)

380mm (15") OR MORE FOR OPENABLE PORTION OF WINDOW



EMERGENCY WINDOW



WINDOW WELL FOR EMERGENCY WINDOW

WINDOW WELL REQUIREMENTS (FOR WINDOWS BELOW GRADE):
 THE WINDOW OPENING MUST HAVE A MINIMUM OF 22" IN FRONT OF THE WINDOW TO THE WINDOW WELL.
 WHEN THE WINDOW OPENS INTO THE WINDOW WELL YOU MUST HAVE A MINIMUM OF 22" FROM THE SASH TO THE WINDOW WELL.
 NOTE: THE WINDOW WELL SHALL DRAIN TO THE WEEPING TILE

MINIMUM WINDOW AREA
 WHEN YOU HAVE A BEDROOM IN THE BASEMENT, YOU MUST PROVIDE A MINIMUM AMOUNT OF WINDOW AREA, BASED ON THE FOLLOWING:
BEDROOMS:
 HOUSES LESS THAN 5 YEARS OLD, 5% OF THE ROOM AREA MUST BE THE MINIMUM AMOUNT OF WINDOW AREA.
 HOUSES MORE THEN 5 YEARS OLD, 2.5% OF THE ROOM AREA MUST BE THE MINIMUM AMOUNT OF WINDOW AREA.
 FOR EXAMPLE:
 A BEDROOM 11'-0"x11'-0" x 5.0% = 0.05 sq.ft. OF WINDOW AREA.
 A BEDROOM 11'-0"x11'-0" x 2.5% = 0.02 sq.ft. OF WINDOW AREA.
 THE TOTAL WINDOW AREA CAN BE ONE OR MORE WINDOWS. A WINDOW IS NOT REQUIRED IN A LAUNDRY ROOM AND RECREATION AREAS IN A BASEMENT.
EMERGENCY WINDOW REQUIREMENTS:
 EXCEPT WHERE A DOOR ON THE SAME FLOOR LEVEL AS THE BEDROOM PROVIDES DIRECT ACCESS TO THE EXTERIOR THE WINDOW SHALL BE:
 a) OPENABLE FROM THE INSIDE WITHOUT THE USE OF TOOLS
 b) PROVIDE AN UNOBSTRUCTED OPEN PORTION HAVING A MINIMUM AREA OF 3.8sq.ft. WITH NO DIMENSION LESS THAN 150mm AND,
 c) MAINTAINS THE OPENING WITHOUT THE NEED FOR ADDITIONAL SUPPORT.

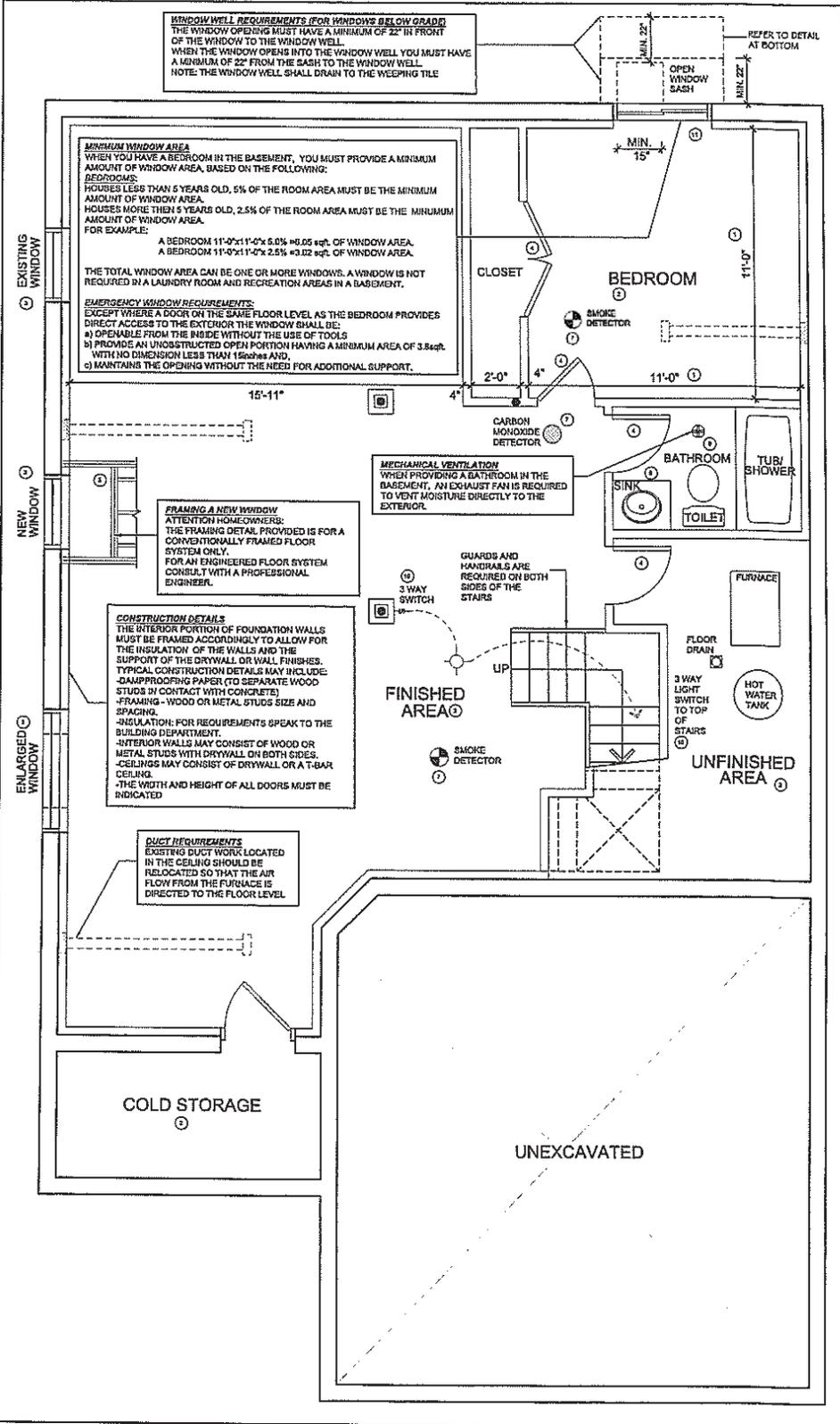
FRAMING A NEW WINDOW
 ATTENTION HOMEOWNERS:
 THE FRAMING DETAIL PROVIDED IS FOR A CONVENTIONALLY FRAMED FLOOR SYSTEM ONLY.
 FOR AN ENGINEERED FLOOR SYSTEM CONSULT WITH A PROFESSIONAL ENGINEER.

CONSTRUCTION DETAILS
 THE INTERIOR PORTION OF FOUNDATION WALLS MUST BE FRAMED ACCORDINGLY TO ALLOW FOR THE INSULATION OF THE WALLS AND THE SUPPORT OF THE DRYWALL OR WALL FINISHES. TYPICAL CONSTRUCTION DETAILS MAY INCLUDE:
 -DAMP-PROOFING PAPER (TO SEPARATE WOOD STUDS IN CONTACT WITH CONCRETE)
 -FRAMING - WOOD OR METAL STUDS SIZE AND SPACING.
 -INSULATION: FOR REQUIREMENTS SPEAK TO THE BUILDING DEPARTMENT.
 -INTERIOR WALLS MAY CONSIST OF WOOD OR METAL STUDS WITH DRYWALL ON BOTH SIDES.
 -CEILINGS MAY CONSIST OF DRYWALL OR A T-BAR CEILING.
 -THE WIDTH AND HEIGHT OF ALL DOORS MUST BE INDICATED

DUCT REQUIREMENTS
 EXISTING DUCT WORK LOCATED IN THE CEILING SHOULD BE RELOCATED SO THAT THE AIR FLOW FROM THE FURNACE IS DIRECTED TO THE FLOOR LEVEL

MECHANICAL VENTILATION
 WHEN PROVIDING A BATHROOM IN THE BASEMENT, AN EXHAUST FAN IS REQUIRED TO VENT MOISTURE DIRECTLY TO THE EXTERIOR.

GUARDS AND HANDRAILS ARE REQUIRED ON BOTH SIDES OF THE STAIRS



TITLE OF PLAN:

BASEMENT FINISH (SAMPLE)