

Applies to basement development with no proposed structural changes.

Owner: _____
 Applicant: _____
 Property Address: _____
 Basement Square Footage: _____
 Estimated Value: _____
 Existing Plumbing: Yes: __ No: __ If no, number of new fixtures to be added: ____
 Wood Fireplace: Yes: __ No: __
 Kitchen: Yes: __ No: __ *If yes, please see Secondary Suite Declaration below.*
 Secondary Suites: Yes: __ No: __ *If yes, please see Secondary Suite Declaration below.*

Secondary Suite Declaration

I/We, the undersigned property owner(s) of the above noted property, hereby declare that the proposed basement development will not be used as a secondary suite or separate dwelling unit. If kitchen/cooking equipment will be installed, a permit to establish a secondary suite may be required. I/We understand that any future change in use will require new permits and approvals, and that this declaration ensures compliance with the zoning and building bylaws.

SIGNATURE X _____

Windows

Windows	Location	Unobstructed opening dimensions: *	Window Well included? If yes, provide dimensions*
1			
2			
3			
4			
5			
* Bedroom egress windows must have a minimum opening of 0.35 m ² (3.8 ft ²) with with no dimension less than 380 mm (15 in).			
* When an egress window opens into a window well, the window well must provide a clearance of at least 760 mm (30 in). Egress windows below cantilevers shall have a minimum clearance of 760mm past the edge of cantilever.			

Doors

Doors	Minimum Width*	Door Size provided
Bedroom(s)	760 mm (30 in)	
Walk-in closet(s)	610 mm (24 in)	
Main bathroom	760 mm (30 in)	
Utility Rooms	810 mm (32 in)	
Doors to stairs	810 mm (32 in)	
Other Rooms	760 mm (30 in)	
* Doors require a minimum height of 1980 mm (78 in).		
* Hallways shall be at least 860 mm (2 ft 10 in) wide (Article 9.5.4.1).		

Ceiling Height *Shall conform to Table 9.5.3.1*

Room or Space	Minimum Required		Ceiling Height Provided
Bedroom	2.1 m (6'-11")	Lesser of area of the space or 3.5 m ²	
Living room or space	2.1 m (6'-11")	Lesser of area of the space or 10.0 m ²	
Bathroom, laundry or other habitable rooms	2.1 m (6'-11")	Lesser of area of the space or 2.2 m ²	
Headroom clearance at stairs:	1.95m (6'-5")	Area of the space	
Passage, hall	2.1 m (6'-11")	Area of the space	

Bedrooms

Number of bedrooms created: _____ Total number of bedrooms within the dwelling unit: _____

Note: When there are more than five bedrooms in the entire dwelling unit, submission of either the Residential Ventilation worksheet confirming the ventilation system design to be in accordance with CAN/CSA F326-M with HRIA design certification, or engineered mechanical drawings is required as part of the application package.

The following items must be included in your application package:

- Declaration Form
- Floor plans which include:
 - Dimensions of the entire basement.
 - Room use labelled (e.g. bedroom, mechanical, family room, etc.).
 - Window location, size and unobstructed opening size. If applicable, window well locations (dimension from edge of well to window, measured perpendicular to the exterior wall).
- Letter of Authorization, if not submitted by the property owner.

SIGNATURE X _____