

**BASEMENT DEVELOPMENT
PERMIT APPLICATION****CONTACT INFORMATION**

OWNER:	_____	APPLICANT:	_____
MAILING ADDRESS:	_____	MAILING ADDRESS:	_____
CITY / PROVINCE:	_____	CITY / PROVINCE:	_____
POSTAL CODE:	_____	POSTAL CODE:	_____
PHONE NO.:	_____	PHONE NO.:	_____
EMAIL:	_____	EMAIL:	_____

PROPERTY INFORMATION

MUNICIPALITY: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

DESCRIPTION OF WORK(S): _____

PROPOSED BUILDING INFORMATION

Existing Plumbing:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Square Footage:	_____	Estimated Value:	\$ _____
Fireplace:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Secondary Suite:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Kitchen:	YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUIRED INFORMATION

Detailed Floor Plan <input type="checkbox"/>	Residential Plan Review Fee payable by debit, cheque or cash <input type="checkbox"/> (Please refer to fee schedule)
A floor plan must include, interior walls and hallways, bathroom facilities, windows and doors, any appliances such as stoves, refrigerators, water heater etc., interior features such as fireplaces, saunas and whirlpools and the use of all rooms and areas intended. Maximum Hard Copy Size of 11" x 17"	Basement Development Declaration Form <input type="checkbox"/>

ADDITIONAL REQUIREMENTS*(Following application, RRPD to advise if further approvals are required – not an exhaustive list)*

Proof of Ownership <input type="checkbox"/>	Letter of Authorization <input type="checkbox"/>
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DECLARATION*The undersigned hereby applies for a permit in accordance with this application, all municipal by-laws and provincial regulations applicable thereto.*

Applicant Name: _____

Applicant Signature: _____ Date: _____

OFFICE USE ONLY:

PLAN REVIEW RECEIPT NO.:	_____	ROLL NO.:	_____
DATE OF SUBMISSION:	_____	ZONE:	_____
RECEIVED BY:	_____		