



Deep Roots
Greater Heights

Basement Finish Permit Application (BG)

- * Minimum clear height for finished basements is required to be 2.1m from finished floor to finished ceiling
- * Minimum clear height for Secondary suites is permitted to be 2.0m from finished floor to finished ceiling
(* **must be in zones permitting suites and the registration process followed***)
- * If you cannot meet these requirements, you are unable to finish your basement
- * Drawings submitted must show detailed floor plans including dimensions of each room, windows and doors.
- * Each room must be clearly labeled. Minimum acceptable size of drawings to be not less than 11 x 17 and will not be accepted in pencil.

DATE: _____

Construction Address _____ Zone: _____

Legal Description _____

Registered Owner _____ Phone #: _____

Contractor's Business Name _____ Phone #: _____

• Area of Basement to be Finished (Sq. Ft.) _____ Construction Value: _____

Is Property on: Sewer Septic Tank
Water Well

If on SEPTIC TANK:
Provincial "Sewerage Regulation" compliance must be obtained
and verified by an "authorized person"
acceptable to the Municipality.

• Will there be a Temporary Residential Unit (relative/nanny suite) Yes No
Total Sq. Footage of House _____ Total Sq. Footage of TRU Suite _____

* If you have a Temporary Residential Unit (TRU) please read our "TRU handout"

* TRU & Suite covenant documents MUST be registered with the Land Title office prior to final approval.

• Will there be a Rental Suite? Yes No

If yes, please complete the following 10 questions:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Do you live in the house? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is this an existing suite that you would like to now register? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Is this application to obtain approval for a new suite ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Is the floor area of the suite a minimum of 37m ² (398 sq.ft.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Is the floor area of the suite a maximum of 90m ² (968 sq.ft.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Is the floor area less than 40% of habitable floor space of the building? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Is the suite contained within the house | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Can you provide one extra parking space on your property | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Is there a boarding or temporary residential use on the same lot | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Has the NO SUITE Covenant been removed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
- Removal of "No Suite Covenant" Number _____

* Suites are not permitted in the Flood Plain unless site is above the established flood level.

* Suites are not permitted in the following zones: CD-1-93, CD-1-99, CD-3-98, R-1, R-3

Name of contact person: _____ Phone #: _____

Name of applicant: _____ Phone #: _____

Applicant's signature: _____

Fee amount: _____

Permit #: _____

Suite Permit #: _____