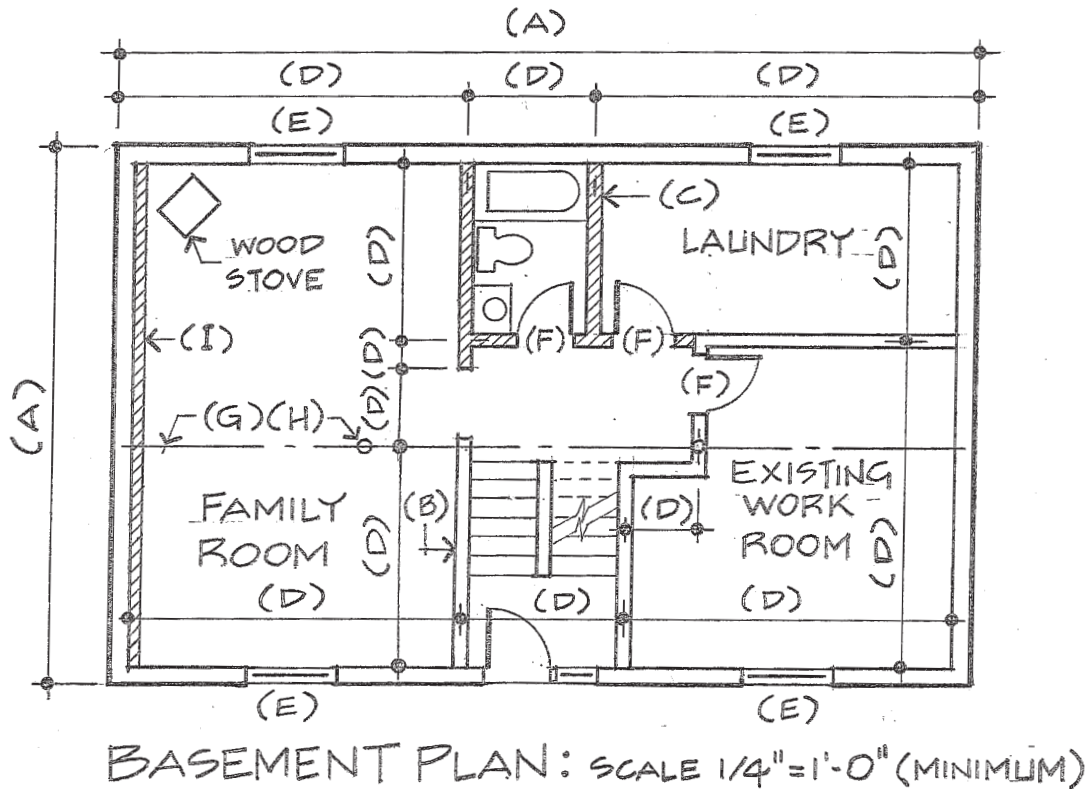


## DRAWING REQUIREMENTS

- A **Basement Floor Plan Drawing** is required.

- The minimum requirements are indicated below:



### Indicate the following:

- Title Block indicating project location, designer's name, BCIN and scale
- Building Size
- Existing Interior Partitions
- New Interior Partitions\*
- Room Dimensions
- Window locations & sizes
- Door locations & sizes
- Beam locations & sizes
- Post location & sizes
- Exterior wall insulation upgrading (where applicable)

\* Identify wall finish, stud spacing, and stud size.

### Also, show the following:

- New & existing room use
- Plumbing fixture location(s)
- Furnace location
- Solid Fuel Appliance location (eg. woodstove), if applicable
- Smoke alarm / CO detector location(s)
- Stair location

**Clearly Identify Room Use, as well as Existing and New Construction**

## INSPECTIONS

- Once a permit has been issued and construction commences, inspections will be required.
- Inspections will, in most cases, be limited to the following:
  - \* Framing Inspection;
  - \* Insulation Inspection;
  - \* Vapour Barrier / HVAC Inspection;
  - \* Final Inspection.
- **Plumbing work requires additional inspections.** For more information, phone 625-2203, or read our "Guide To: Plumbing Permits".
- **Inspections do not happen automatically.** It is your responsibility to arrange an inspection at least 48 hours in advance by calling one of these numbers:

**North Ward**  
625-2570

**South Ward**  
625-3124

You can call anytime (24 hours/day) and leave a message. **Appointment times must be confirmed with a Building Inspector.**

### A Guide To:

# RESIDENTIAL BASEMENT DEVELOPMENT

*(Single Detached Dwellings with no additional dwelling units or change of use)*

*This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Building Services Division of the Development & Emergency Services Department, and reference the Ontario Building Code and City of Thunder Bay Zoning By-law, for assistance and information.*

**A Building Permit Is Required Prior To Construction And Inspection**

## Building Permit Information



**BUILDING SERVICES DIVISION**  
Second Floor, Victoriaville Civic Centre  
111 Syndicate Avenue South  
P.O. Box 800  
Thunder Bay, Ontario P7C 5K4

Telephone: (807) 625-2574  
Fax: (807) 623-9344

**Office Hours:**  
Monday - Friday  
8:30 a.m. - 4:30 p.m.



## GENERAL REGULATIONS

- A Building Permit is **required** for any alterations or construction in a dwelling unit.
- A Building Permit is required for any work involving the plumbing system. For plumbing permit information, pick up a copy of "A Guide To Plumbing Permits" or call 625-2203.

- Except as noted\*, permanently wired and interconnected smoke alarms are required on each floor level near the stairs connecting the levels.

\* Smoke alarms and carbon monoxide detectors are required adjacent to all sleeping areas.

- Any floor level with a sleeping room must have at least one window that:

\* Can easily be opened from the inside without the use of tools, and

\* Shall have an individual, unobstructed open portion having a minimum area of 3.8 ft<sup>2</sup> with no dimension less than 15".

- Bedroom windows must have a minimum glass area equivalent to 2 ½ % of the room size for houses over 5 years old and 5% if less than 5 years old.

- **Bathroom Ventilation:**

A supplementary exhaust fan is required for a bathroom (i.e. fan to the exterior, or an HRV system).

- **Electrical Work:** Contact the Electrical Safety Authority (ESA) for information and inspections. 1-877-372-7233 or web site @ www.esasafe.com

## GENERAL REGULATIONS (cont.)

### Minimum Door Sizes:

Bedrooms	30" X 78"
Bathrooms	24" X 78"
Utility Rooms	32" X 78"
Doors to the Basement	32" X 78"
Walk-In Closets	24" X 78"
Other Rooms	30" X 78"

### Additional Building Code standards which will apply include, but are not limited to, the following:

- Room area
- Room dimensions
- Room height
- Room use

Basement Development involving the installation of a solid fuel burning appliance (eg. woodstove) will require additional information. For details, pick up a copy of "A Guide To Solid Fuel Fired Appliances".

## ZONING REQUIREMENTS

When a basement is being developed or finished:

- in a legally existing single detached dwelling,
- with no exterior work involved,
- and no change of use,

*It is not necessary to check for zoning compliance.*

## APPLICATION REQUIREMENTS

### Provide the following:

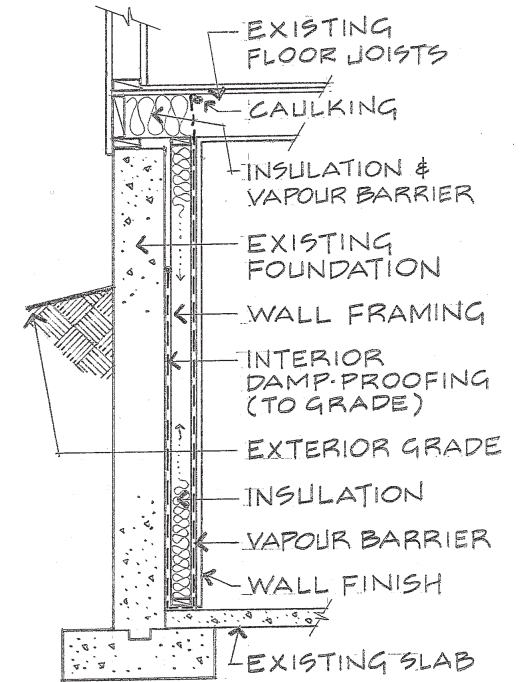
- Completed Building Permit Application Form (including Schedule 1)
- Authorization from owner.
- Proof of Ownership (i.e. either a Property Deed or Tax Notice)
- Current Site Plan or Survey (where applicable, eg. to show new chimney location).
- Two sets of working drawings, designed by a Registered Designer or by the owner, consisting of:
  - A Floor Plan, and
  - A Basement Wall Section (if exterior wall insulation work is being proposed).

### These are described in this brochure.

- Completed Plumbing Application (where applicable).
- Other Approvals (where applicable)
- Permit Fee (determined by Building Division staff, based on \$3 per square meter of finished basement area. Minimum fee is \$100.)

**PLEASE NOTE:** The drawings must provide enough information to verify Zoning By-law and Building Code requirements are met.

## TYPICAL FOUNDATION WALL DETAIL



WALL SECTION  
SCALE: 1/2" = 1'-0" (MINIMUM)

## GENERAL CONSTRUCTION INFORMATION

- Wood Studs - 2" x 4" @ 16" or 24" on centre.
- Batt Insulation - R12 (minimum) to within 15" of basement floor
- Vapour Barrier - 6mil poly. to CAN/CGSB 51.34
- Gypsum Board - ½" thickness (typical); stud spacing and drywall direction affect thickness.