



Plan Review Checklist – Basement Development

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

Required Information:

- 2 sets of **Basement Layout Drawings** with the following information
 - Exterior and Interior wall locations
 - Window sizes and locations
 - Door sizes, locations and swing direction
 - Heating unit/system location
- 2 sets of **Basement Drawings** with the following information
 - Wall Detail (see PBI detail)
- 2 copies of the **Building Permit Application** properly filled out
- 1 copy of the **Mechanical Ventilation Design Summary** filled out by the mechanical contractor, if applicable
- 1 copy of the **Energy Efficiency Compliance Forms** filled out by a qualified person, if applicable
- 1 copy of the **Spray Foam Tech Data Sheet** properly filled out, if applicable

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Final (Prior to moving in or occupying the building)