



The homeowner's building application checklist for constructing a residential finished basement

This checklist provides homeowners a summary of the Building Permit submission requirements for constructing a residential finished basement. A building permit is required when finishing your basement.

For additional details on the Submission Process, Application Forms, Fees, Approvals and Inspections, please refer to the Homeowner's Guide for Small Projects and Building By-law No. 18-2008 available online at: www.hawkesbury.ca.

The Ontario Building Code outlines the minimum requirements for various elements, such as framing and materials, and can be viewed on the Ontario Ministry of Municipal Affairs and Housing website at: <http://www.obc.mah.gov.on.ca/site4.aspx>.

Required drawings

Two complete sets of plans that are legible and drawn to conventional scale are required to be submitted with the Building Permit Application Form.

Floor plan

Drawing to include

- Wall location and thickness.
- Room names.
- Window and door locations including sizes.
- Municipal address

Construction material list

Drawing to include

- Wall and construction including existing materials to be maintained.
- Ceiling construction and height above finished floor.

Building permit application

Submit a Building Permit Application to the Building Department at the municipal office. To expedite the Building Permit, ensure all applicable information is submitted with the required building permit fee.

Required inspections

For finished basement of
Single, Semi-Detached, Rowhouse and Townhome Dwelling Units

At key stages of building construction, your work must be inspected to ensure that the applicable stage of construction complies with the Ontario Building Code. The permit plans and specifications must be on site and made available to the Building Official at the time of inspection. To ensure the availability of a Building Official, you should book inspections 24 hours in advance. Failure to have the appropriate inspection performed may result in your having to uncover and expose the work for inspection, or other Orders issued, etc.

The Building Official(s) name and phone number are identified on the building permit. For a list of required inspections that may apply based on the proposed alterations, please refer to the following table.

Required inspections

Inspection	Description
Plumbing – Underground	Required prior to covering underground plumbing. (test required)
Plumbing – Rough-In	Required at completion of plumbing rough-in, which includes drains, waste, vent and water piping system. (test Required)
Framing	Required at completion of structural framing.
Insulation/Vapour Barrier	Required at completion of insulation and vapour barrier installation.
Plumbing – Final	Required at completion of plumbing system, fixtures and appliances.
Final	Required at completion of the basement's alterations.