

These are general guidelines only; more information may be required on a case by case basis

Required Documents for Building Permit Application

- Fully completed application form, including required schedules
- 1 complete set of construction drawings
- Owner Authorization form, if applicant is not property owner

** Drawings must be completed by the property owner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans as well as Schedule 1: Designer information.

*** **All forms, permit documents and construction drawings, to be submitted electronically in PDF Format Only.**

Construction Drawings Showing:

- Window/door sizes
- Room names
- Kitchen/bathroom layout
- Location of stairs, furnace etc.
- New wall construction
- New beam sizes and supports
- Location of existing ducting or overhead beams
- Ceiling heights (under floor joists and bulkheads for beams and duct work)
- Insulation Values (Existing or New)
- Location of smoke alarms & CO² detectors

Cost of building permit

Please see Schedule “A” of By-Law 13-2018 for applicable building permit fees. These fees cover all plans review, building permit, and resulting inspections. Note: All fees and charges listed herein are payable upon collection of the Building Permit.

Timeline for Applications

Once a **complete** building permit application is received, the permit will be reviewed within 10 business days.

Where to apply for a building permit?

Please submit your complete application in PDF format to building@get.on.ca

For more information please visit:

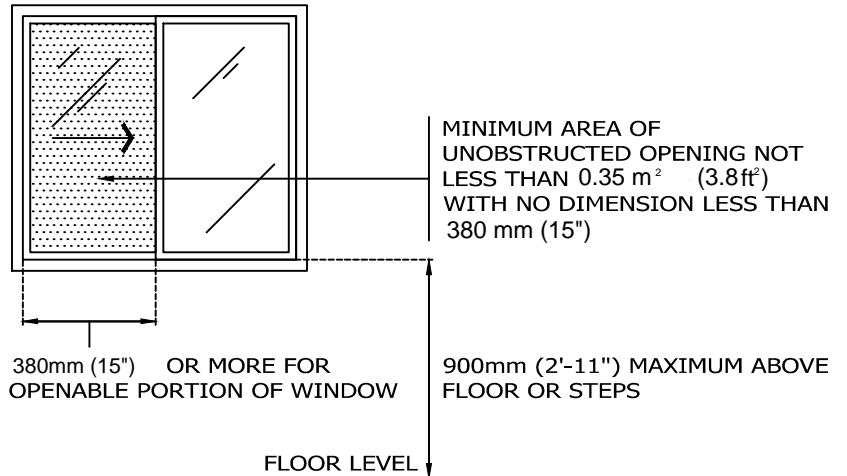
<https://www.get.on.ca/living-here/building-permits-and-inspections>

Questions?

Contact the Building Department for assistance:

Phone: 519.856.9596 X 114 - Email: building@get.on.ca

Sample Details: Egress Windows for Basement Bedrooms



MINIMUM AREA OF UNOBSTRUCTED OPENING NOT LESS THAN 0.35 m² (3.8ft²) WITH NO DIMENSION LESS THAN 380 mm (15")

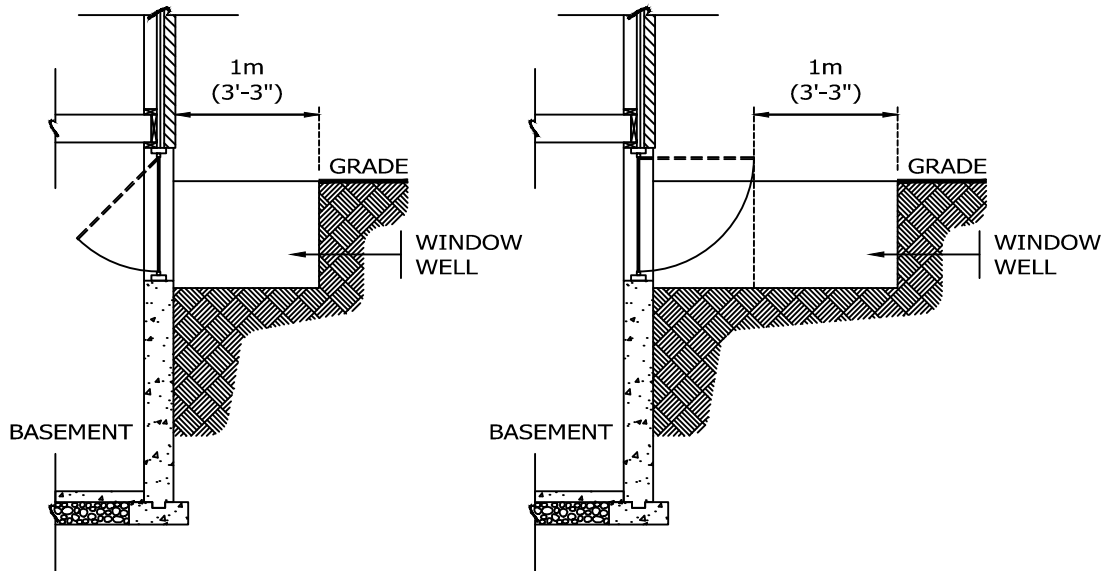
380mm (15") OR MORE FOR OPENABLE PORTION OF WINDOW

900mm (2'-11") MAXIMUM ABOVE FLOOR OR STEPS

FLOOR LEVEL

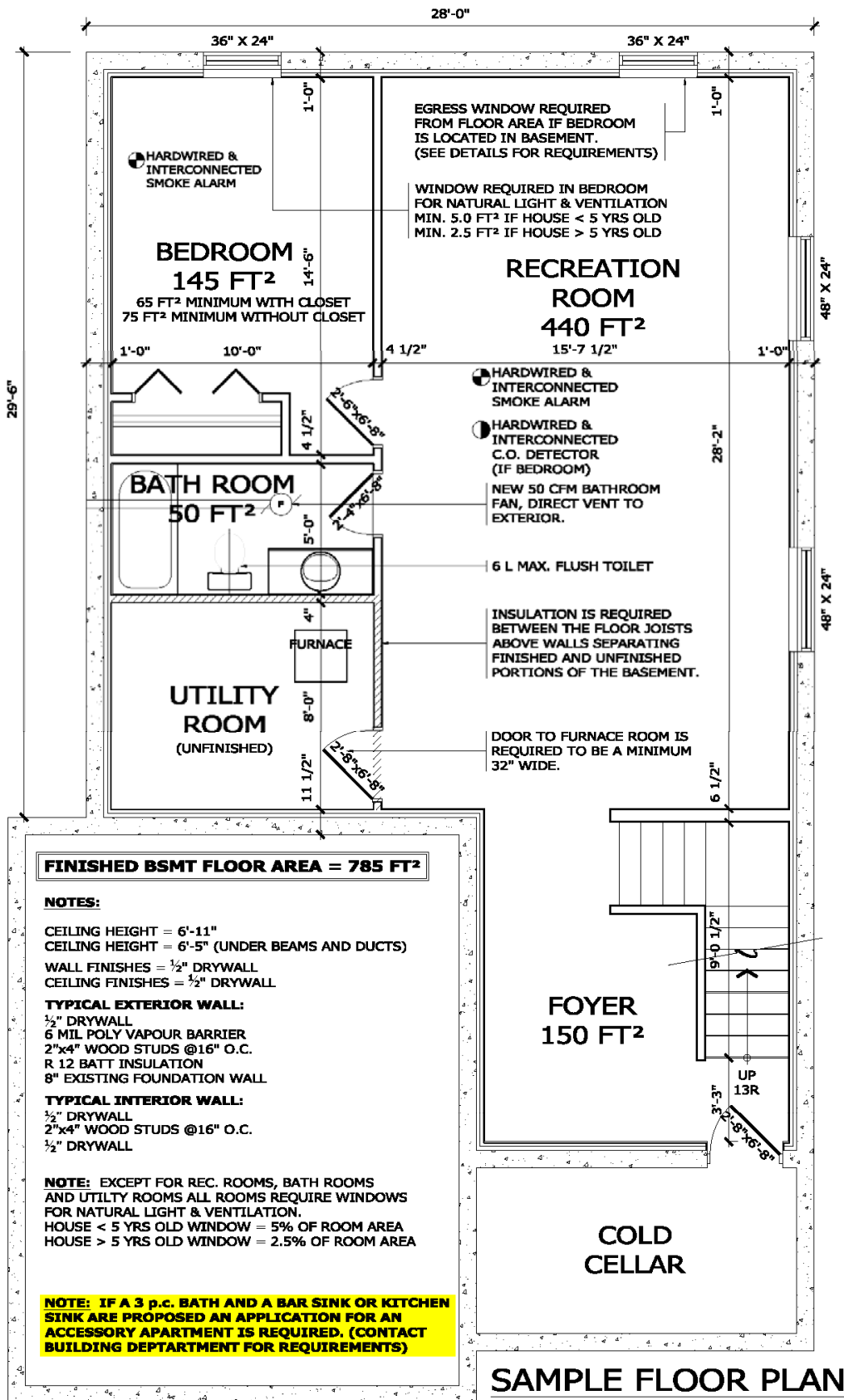
- NOTES:**
- SILL HEIGHT SHALL BE NOT MORE THAN 1.0m (3'-3" ABOVE OR BELOW ADJACENT GROUND LEVEL. EXCEPT FOR BASEMENT AREAS)
 - SHALL BE A SINGLE MOTION WINDOW. (ie: CASEMENT TYPE)
 - SHALL BE OPENABLE FROM THE INSIDE WITHOUT THE USE OF TOOLS OR SPECIAL KNOWLEDGE.

WINDOW PROVIDING ADDITIONAL MEANS OF ESCAPE



WINDOW WELL FOR WINDOW PROVIDING ADDITIONAL MEANS OF ESCAPE

Sample Floor Plan - Basement Finishing



SAMPLE FLOOR PLAN

3/16" = 1'-0"