



# FINISHED BASEMENT

## BUILDING PERMIT APPLICATION GUIDE

Issued: February 2016

Revised: N/A

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A building permit is required in the Town of Milton for finishing any portion of a basement in a single family dwelling. If you are new to the process or are uncertain of the Town of Milton's permit application process /requirements please consult our website at <http://www.milton.ca/en/build/buildingpermits.asp> or contact the Planning and Development Department - Building Division at (905) 878-7252 ext. 2397. This guide explains the requirements for submitting a building permit application for a Finished Basement in greater detail.

### **Zoning Requirements:**

Under the Zoning By-law, cooking facilities are not permitted within a finished basement. If you would like to install cooking facilities in your basement please refer to the Town of Milton's "Accessory Apartment Building Permit Application Guide". Accessory Apartments are regulated under the Town of Milton's Zoning By-law. General Zoning By-law requirements for your property can be obtained by contacting the Zoning Department at (905) 878-7252 ext. 2329 or by checking online at: <https://www.milton.ca/en/build/zoning.asp>.

### **Building Permit Application Requirements:**

Building permit applications are broken down into 2 major requirements;

- Permit Application Forms
- Construction Drawings

Complete building permit applications are accepted in person on the 2nd floor of Town Hall at 150 Mary St. The cost of the building permit and required permit application forms can be found on the Town's website at: <http://www.milton.ca/en/build/buildingpermits.asp>. Building permit fees are payable by cash, cheque or debit at the time of application. Building permit fees include the review of drawings and all required inspections.

### Permit Application Forms

#### **1) Application for a Permit to Construct or Demolish**

All sections of the form must be completed, including the full legal description (which can be found on your deed, tax assessment, survey, or is available from the public computer kiosk located on the main floor of Town Hall next to the Reception area).

#### **2) Schedule 1 Designer Form**

This form is required when someone other than an Architect or Licensed Professional Engineer is taking responsibility for the design of the Finished Basement. This person would be either:

- the homeowner taking legal responsibility for the design, provided they understand and are willing to take responsibility for the applicable requirements of the Ontario Building Code, or
- a registered designer with a Building Code Identification Number (BCIN) qualified in House or Small Buildings



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### Construction Drawings

All drawings must be submitted in black and white, drawn to an appropriate scale (min 3/16" = 1' or metric equivalent), and clearly legible. Drawings in pencil shall be photocopied prior to submission, with the density adjusted so that all information is clear and legible. All walls must be drawn as double lines (accurately showing wall thickness), and drawings must clearly differentiate between existing and proposed construction. Every page of the drawings shall include the project address and the following designer information:

Homeowner design	- printed name of homeowner, signature and date
Qualified BCIN design	- printed name, individual/firm (if applicable) BCIN numbers, signature and date
Architect or Professionally Engineered design	- Architect's or Professional Engineer's seal with a signature and date

The following construction drawings are required for a Finished Basement:

#### 1) Existing Basement Layout (Sample B-1)

#### 2) Proposed Basement Layout (Sample B-2)

Refer to the enclosed sample drawings for specific drawing requirements, including the number of copies of each drawing required. In addition, when exterior window or door openings are added/enlarged or a bedroom is proposed in the Finished Basement please refer to the Town of Milton's "Exterior Openings Building Permit Application Guide" for additional requirements, including specific egress window requirements.

### Inspection Requirements:

Typical Finished Basement inspections can include (depending on the scope of work):

- Framing
- Insulation & Air Barrier
- Below Grade Plumbing, Above Grade Plumbing and Final Plumbing
- Heating Rough-in and Final Heating
- Final Building

Inspections are booked by calling the Building Division at (905) 878-7252 ext. 2396 or by emailing in the Inspection Request Form available on our website at <http://www.milton.ca/en/build/buildinginspections.asp>.

# SAMPLE DRAWINGS



TOWN OF MILTON  
BUILDING DIVISION

150 MARY ST  
MILTON ON L9T 6Z5  
(905) 878-7253 EXT. 2397

BUILDING PERMIT APPLICATION GUIDE:  
**FINISHED BASEMENT**

DRAWING NAME:  
**EXISTING BASEMENT  
FLOOR PLAN**

NUMBER OF COPIES REQUIRED:  
**2**

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

**ROOMS & SPACES:**

- NAME/LABEL
- PARTITION WALLS
- DOOR SIZES (W x H)
- WINDOW SIZES (W x H) AND GLASS AREA
- DIMENSIONS AND AREAS

**STRUCTURAL:**

- LOAD BEARING WALLS
- BEAMS (WOOD OR STEEL)
- COLUMNS
- JOIST SIZE, SPACING, AND SPAN DIRECTION

**HVAC:**

- FURNACE, WATER HEATER, AND HRV
- SUPPLY AND RETURN TRUNKS
- SUPPLY AIR OUTLETS AND RETURN AIR INTAKES
- EXHAUST FANS

**PLUMBING:**

- BATHROOM ROUGH-IN
- PLUMBING STACKS
- PLUMBING FIXTURES
- EXTERIOR HOSE BIBS AND DRAIN/SHUTOFFS
- WATER METER AND MAIN WATER SHUTOFF
- SUMP PUMP

**ELECTRICAL:**

- ELECTRICAL PANEL
- SMOKE ALARMS
- CARBON MONOXIDE ALARMS

**GENERAL/OTHER NOTES:**

- EXTERIOR INSULATION
- WALL/CEILING CONSTRUCTION
- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

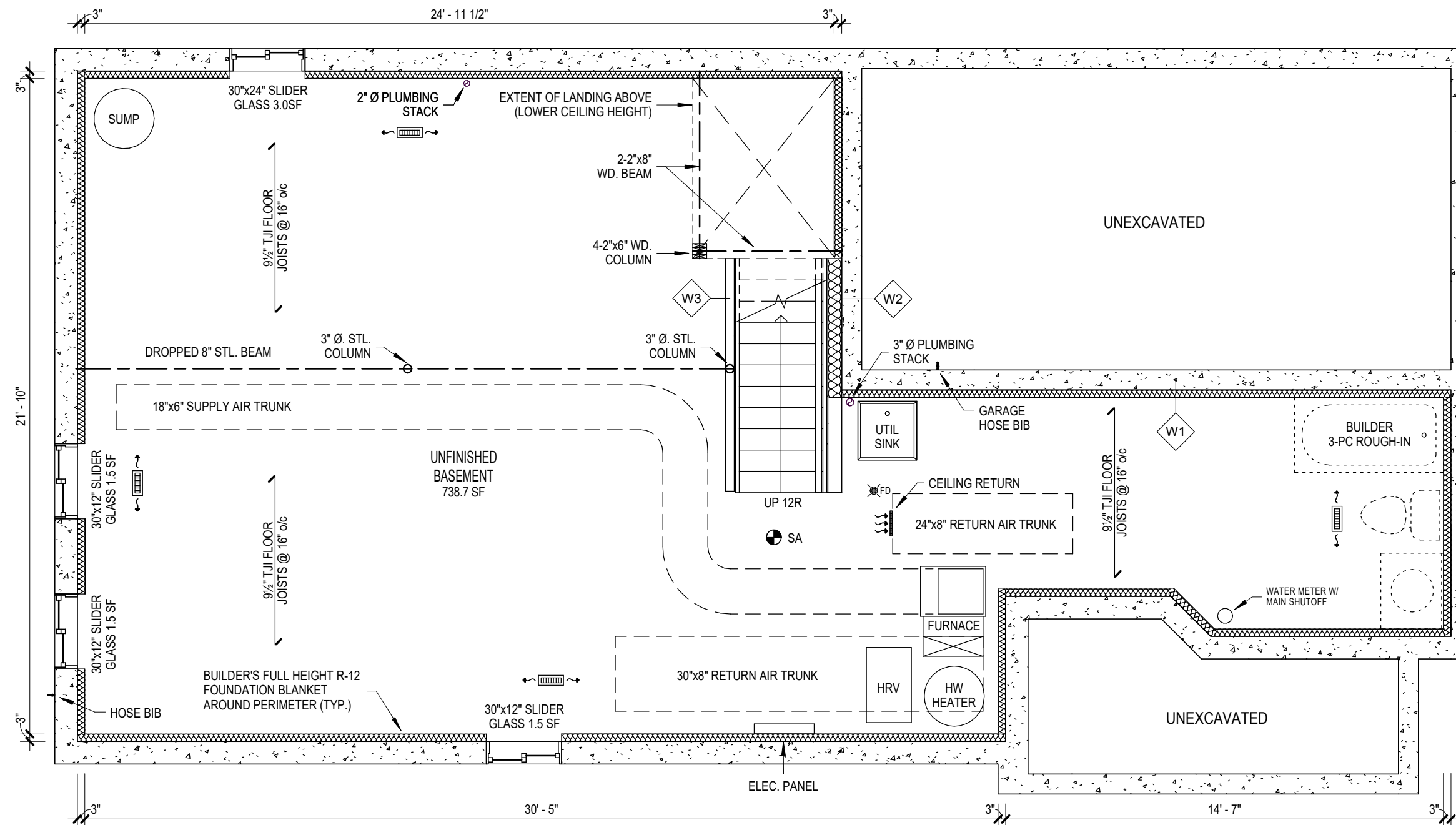
SHEET SIZE: 11" X 17"

DATE: FEBRUARY 2016

SCALE: AS INDICATED

SHEET NO.

**B-1**



**1** EXISTING BASEMENT FLOOR PLAN  
B-1 1/4" = 1'-0"

**LEGEND**

- EXISTING CONSTRUCTION (BLACK)
- - - DUCTWORK
- - - LOW CEILING/BULKHEAD
- SA INTERCONNECTED SMOKE ALARM
- BEAM
- FD FLOOR DRAIN
- 4"x10" SUPPLY OUTLET (CEILING MOUNTED)
- RETURN AIR INTAKE

**WALL/CEILING SCHEDULE**

- W1 EXT. INSULATED WALL (TYP.)**
  - 9" CONC. FDN WALL
  - R12 FOUNDATION BLANKET
  - BATT INSULATION C/W 6 MIL POLY VAPOUR BARRIER
- W2 EXT. STUD INSULATED WALL (TYP.)**
  - EXISTING 9" FDN WALL
  - 2"x6"@16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE
  - R12 BATT INSULATION
  - 6 MIL POLY VAPOUR BARRIER
  - 1/2" GYPSUM
- W3 INT. PARTITION WALL (TYP.)**
  - 2"x4" OR 2"x6" @16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE
  - 1/2" GYPSUM

# SAMPLE DRAWINGS



TOWN OF MILTON  
BUILDING DIVISION

150 MARY ST  
MILTON ON L9T 6Z5  
(905) 878-7253 EXT. 2397

BUILDING PERMIT APPLICATION GUIDE:  
**FINISHED BASEMENT**

DRAWING NAME:  
**PROPOSED BASEMENT  
FLOOR PLAN**

NUMBER OF COPIES REQUIRED:  
**2**

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

**ROOMS & SPACES:**

- NAME/LABEL
- PARTITION WALLS
- DOOR SIZES (W x H)
- WINDOW SIZES (W x H) AND GLASS AREA  
(NOTE: ONLY REC ROOMS, LAUNDRY ROOMS, BATHROOMS AND UNFINISHED SPACES ARE PERMITTED TO HAVE NO WINDOWS)
- DIMENSIONS AND AREAS
- FINISHED CEILING HEIGHT AND CEILING HEIGHT UNDER BEAMS, DUCTS, AND BULKHEADS

**STRUCTURAL:**

- LOAD BEARING WALLS
- BEAMS (WOOD OR STEEL)
- COLUMNS

**HVAC:**

- FURNACE, WATER HEATER, AND HRV
- SUPPLY AND RETURN TRUNKS
- SUPPLY AIR OUTLETS AND RETURN AIR INTAKES  
(NOTE: RETURN AIR INTAKES MUST BE DROPPED TO WITHIN 6"-12" OF FINISHED FLOOR LEVEL)
- EXHAUST FANS

**PLUMBING:**

- BATHROOM ROUGH-IN
- PLUMBING STACKS
- PLUMBING FIXTURES
- EXTERIOR HOSE BIBS AND DRAIN/SHUTOFFS
- WATER METER AND MAIN WATER SHUTOFF
- SUMP PUMP
- ACCESS PANELS FOR CLEANOUTS/SHUTOFFS

**ELECTRICAL:**

- ELECTRICAL PANEL
- SMOKE ALARMS
- CARBON MONOXIDE ALARMS

**GENERAL/OTHER NOTES:**

- EXTERIOR INSULATION
- WALL/CEILING CONSTRUCTION
- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

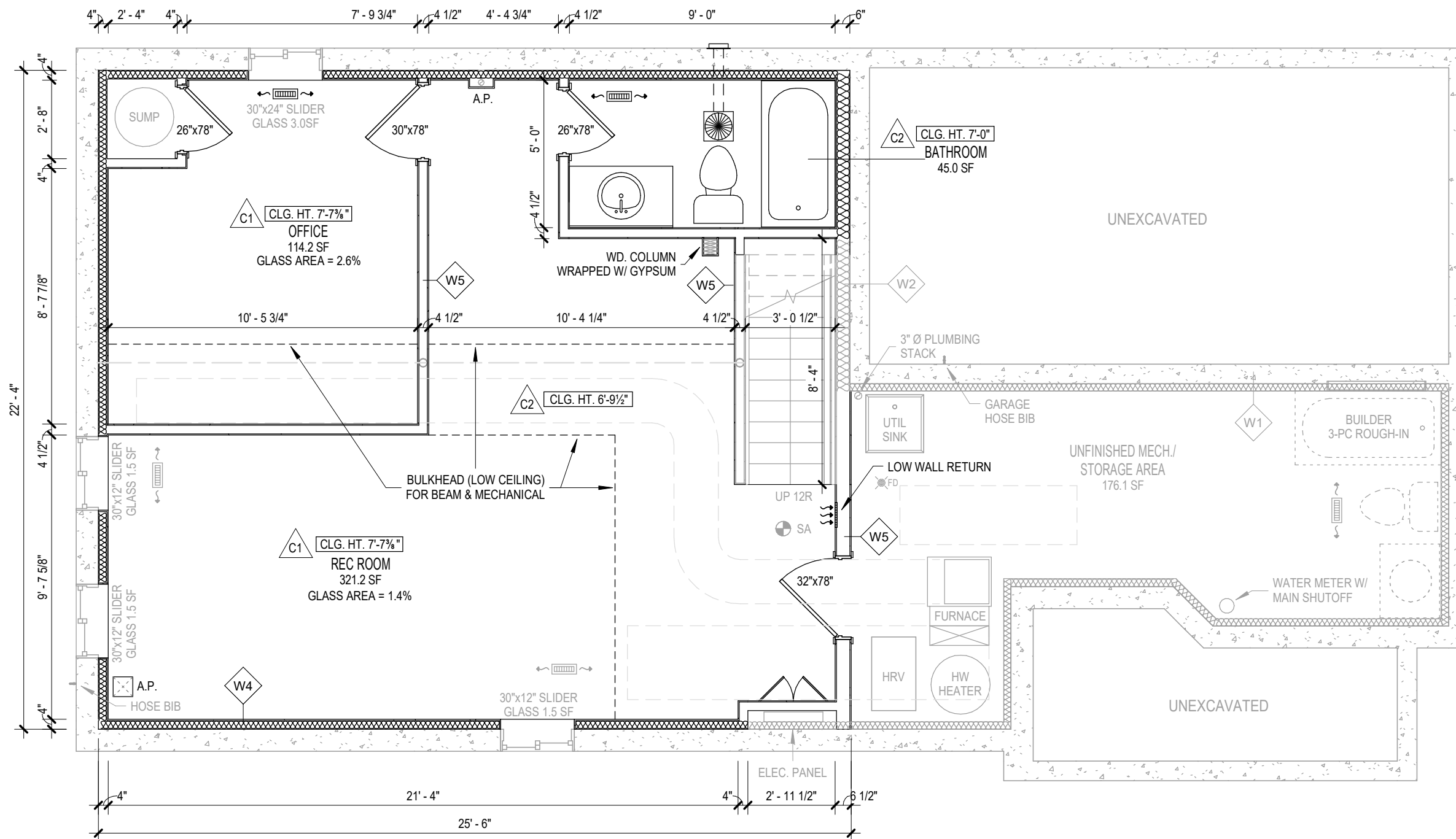
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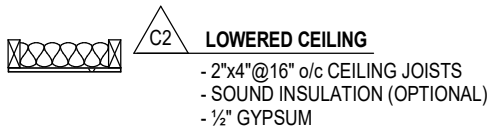
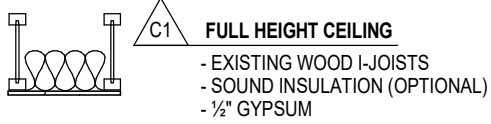
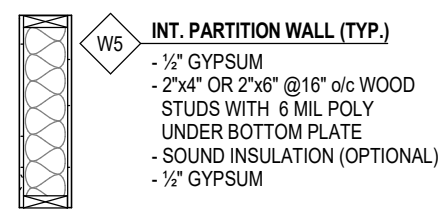
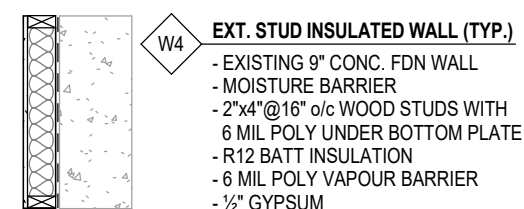
SHEET NO.

**B-2**



**1 PROPOSED BASEMENT FLOOR PLAN**  
B-2 1/4" = 1'-0"

**WALL/CEILING SCHEDULE**



**LEGEND**

- EXISTING CONSTRUCTION (GRAY)
- NEW CONSTRUCTION (BLACK)
- A.P. ACCESS PANEL
- SA INTERCONNECTED SMOKE ALARM
- MIN 50 CFM EXHAUST FAN DUCTED DIRECTLY OUTSIDE (INSULATED 5" DUCT)
- BEAM
- DUCTWORK
- FLOOR DRAIN
- 4"x10" SUPPLY OUTLET (CEILING MOUNTED)
- RETURN AIR INTAKE