

Project Information

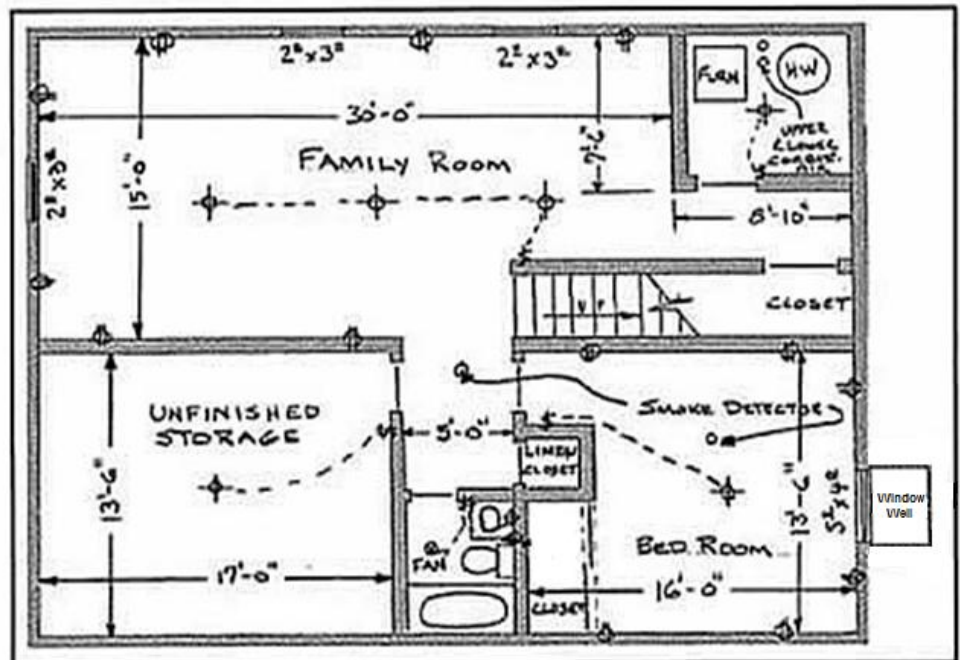
Municipality: _____	Project Type: _____
Building Owner: _____	Cell Phone: _____
Job Site Address: _____	

Note: This form cannot be used for a **secondary suite**. For **secondary suites**, please submit architectural drawings prepared by an experienced designer, as NBC requirements are significantly different for secondary suites than basement developments.

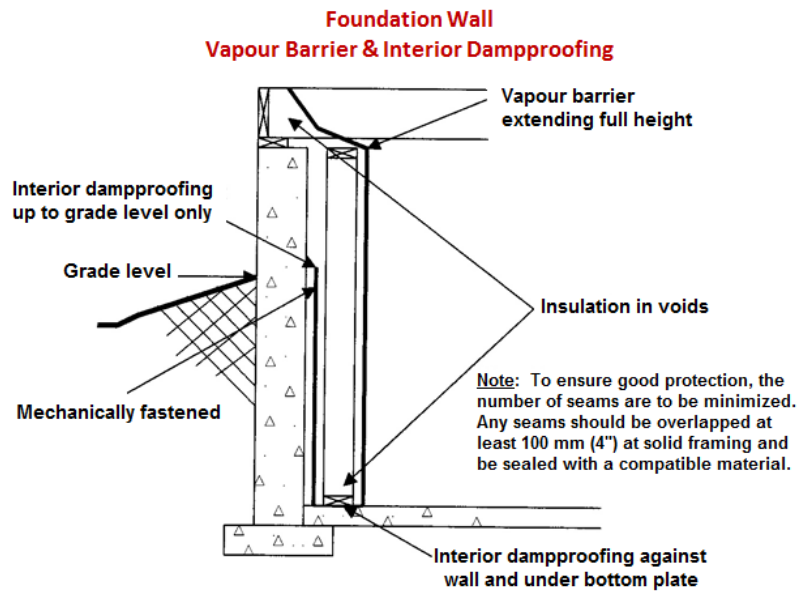
(1) Provide a floor plan SKETCH on a separate sheet and note the following:

- ☐ Draw the **perimeter walls** of the basement and note the **total area to be developed** (ft² or m²).
- ☐ Draw the **room layout** (existing and proposed rooms) and show the **location of the stairs** (note width.)
- ☐ Note the **dimensions of all rooms** (indicate ft or m).
- ☐ Label the **intended use of each room** (e.g. Rec Room, Bathroom, Bedroom, Utility, Office, Storage, etc.)
- ☐ Show all **walls, partitions, closets, doorways and windows**.
- ☐ Draw the **door swing direction** on all doorways and note the **door width**.
- ☐ Note the **window sizes** for each basement window and note the **window opening type** in each bedroom.
- ☐ Note the **window wells** if the window is used for egress
- ☐ If applicable, show the **proposed fireplace location and type** (i.e. natural gas, wood burning, electric, etc.)
- ☐ Using symbols, note the locations of **smoke alarms** (☉) and **CO alarms** (Θ) (combine symbols for combination units.)
- ☐ For **bathrooms**, show the locations of **fixtures** (sink, toilet, tub) and **exhaust fan/HRV**.
- ☐ For **kitchenettes**, note the location of **cabinets, counters, sinks, and appliances, including cooktops**.

Sample Floor Plan:



(2) Complete ALL information below regarding the proposed development & submit with your floor plan:



Year the Building was Constructed: _____

Total Area Being Developed: _____ ☐ ft² ☐ m²

Foundation Perimeter Walls are Currently:

- ☐ Exposed ☐ Framed ☐ Insulated
☐ Vapour Barrier ☐ Sheathed ☐ _____

Stairs Protected By:

- ☐ Wall ☐ Guards-36" H ☐ _____

Protection from Dampness:

- ☐ PT Bottom Plate ☐ Poly/Sill Gasket ☐ _____

Proposed Ceiling Type:

- ☐ Suspended ☐ Gyproc ☐ _____

Bedroom/Sleeping Room Window Types:

- ☐ Casement ☐ Awning-Inswing ☐ Awning-Outswing
☐ Slider ☐ _____

Proposed Ceiling Height: (NBC minimum noted)

- ☐ 2.1m (6'-11") ☐ _____

Bedroom Window Sizes: (Note below as W" x H")

1 _____ 2 _____ 3 _____

Fireplace:

- ☐ None ☐ Natural Gas ☐ Electric
☐ Wood Burning (stove or insert) ☐ _____

(Submit manufacturer's installation specifications with application)

Bedroom Window Unobstructed Opening:

1 _____ 2 _____ 3 _____

(Openable portion must not be less than 0.35m² (3.8ft²) in area, with no dimension less than 380mm (15"), and must have 760mm (30") minimum clearance space in the window well when window is in the open position.)

Smoke Alarm Installed In:

- ☐ Bedroom(s) ☐ Hallway ☐ Common Area

Carbon Monoxide (CO) Alarms Installed:

- ☐ In Bedroom(s) ☐ Within 16' of each bedroom door

Window Well Dimensions

L _____ W _____ D _____
☐ Inches ☐ mm

Proposed Bathroom:

- ☐ None ☐ 2 piece ☐ 3 or 4 piece

Door Sizes (W" X H") and Quantity (note below)

<input type="checkbox"/> 24" x 78" (min-bathroom)	<input type="checkbox"/> 30" x 78" (min-bedroom)	<input type="checkbox"/> 32" x 78" (min-furnace room)
# _____	# _____	# _____

Bathroom Fan Exhausts To:

- ☐ Outdoors ☐ House Ventilation System (HRV)

Secondary Suite Proposed?

- ☐ No ☐ Yes

(If Yes, please provide a floor plan prepared by an experienced designer.)