



## **Finished Basement Information Guide**

### **What are drawing requirements for a building permit?**

#### **1. Existing floor plan (to scale and dimensioned) including the following:**

- i. Stair location
- ii. Location of ducting & beams
- iii. Existing plumbing fixtures and/or underground rough-ins

#### **2. Proposed floor plan (to scale and dimensioned) including the following:**

- i. Stair location
- ii. Window/door sizes (indicate if windows are existing or new)
- iii. Room names
- iv. New wall construction (include insulation if adjacent to unheated space)
- v. Ceiling heights in ALL rooms, and below ducting & beams
- vi. New plumbing fixtures
- vii. Supplementary construction for all structural modifications (ie. enlarging/adding a window/door, or removing a loadbearing wall)

**\*\*Note:** Along with the above required information, a complete building permit application, and Schedule 1 must be provided. If your design includes adding bedrooms or plumbing fixtures, an analysis of your current sewage system must be done by a qualified sewage system designer. This is necessary to ensure that the existing sewage system is adequate to support the new construction.

### **What is included in the cost of my building permit?**

- The cost of your permit includes the review of your proposed project to ensure building and zoning compliance, issuing of your building permit and the necessary building inspections.
- Please visit the Township website for the current building permit fees. All permit application fees are paid at time of application; we accept cheque and online payment by credit card, a convenience fee of 1.75% will be added to online payments.

### **How long does it take before I get my permit?**

- Once a complete application is made, the permit will be reviewed within a maximum of 10 business days. Within that time period, your permit will be issued,



or more information regarding your project may be requested by the building department.

### **What inspections will be done?**

- All mandatory inspections will be noted on your Building Permit and may consist of all, or any of the following.
  - i. Framing inspection – once all framing is complete
  - ii. Plumbing rough-in (below or above grade)
  - iii. HVAC rough-in
  - iv. Insulation (including vapor barrier)
  - v. Final inspection – when your building is complete

### **Booking Inspections**

Please make your inspection request through **Cloudpermit**. If you have questions, you can email [building@puslinch.ca](mailto:building@puslinch.ca) or call the office at 519-763-1226 ext 181.

Inspections are conducted every Monday, Wednesday, Thursday & Friday. Inspection requests must be received no later than 3:00pm the business day before the requested date. (Example: Friday inspection must be requested before 3:00pm Thursday afternoon).

### **Any questions**

- Phone: 519-763-1226 ext 181
- Email: [building@puslinch.ca](mailto:building@puslinch.ca)
- Web: [www.puslinch.ca](http://www.puslinch.ca)
- Source Water Protection: [wellingtonwater.ca](http://wellingtonwater.ca)
- Conservation Authority:
  - GRCA: 519-621-2763 or [grandriver.ca](http://grandriver.ca)
  - Halton: 905-336-1158 or [conservationhalton.ca](http://conservationhalton.ca)
  - Hamilton: 905-525-2181 or [conservationhamilton.ca](http://conservationhamilton.ca)

**Permit applications are accepted online through CLOUDPERMIT, accessible through our website.**  
<https://puslinch.ca/for-residents/home-property/building-renovation/>