

BASEMENT DEVELOPMENT/SECONDARY SUITE APPLICATION REQUIREMENT LIST

All application requirements are as per the *Safety Codes Permit Bylaw* and the current Alberta Building Code.
All required items must be provided upon application. Incomplete applications will not be accepted.

Provide
the
following:

Required Items

- 1. **One** copy of a Floor Plan, shall include:
 - Dimensions of rooms and spaces (corridors, stairs, etc.)
 - Window and door opening locations and sizes
 - Dimensions of window wells (where required) shown at each bedroom/egress window
 - Use of each room
 - Location of smoke/carbon monoxide detectors
 - Total area of construction only (sq.M)

- 2. Letter of Authorization from **all property owners** registered on title, including contact information.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.

Identify the subsidiary trades included in this project:

- Electrical
- Gas
- Heating
- Plumbing