



## Building Guide – Finishing Basement

Phone: 705-728-4784 EXT 2017

Email: [building@springwater.ca](mailto:building@springwater.ca)

Email: [zoning@springwater.ca](mailto:zoning@springwater.ca)

Last Updated: February 7<sup>th</sup>, 2024

## General Information:



### Do I need a permit to finish my basement?

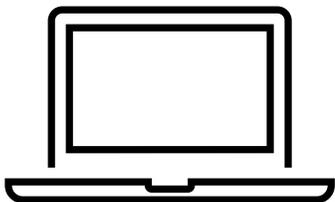
Yes, a permit is required! This guide is provided for homeowners and/or contractors planning to finish a basement space in a residential dwelling. Basement apartments, in-law or granny suites and other similar secondary suites are not addressed in this guide.

### Do I need to submit a Septic Change of Use Application with my Building Permit Application?

If your project may reduce the performance level of the current septic system that supports the dwelling you should submit a Septic Change of Use Application, some examples of changes that would reduce the performance level can be one of the following or a combination:

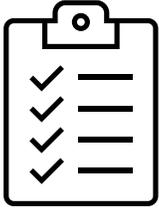
- a) Adding more bedrooms to your house.
- b) The planned addition is more than 15% of the original finished area of your home when the septic system was installed.
- c) Adding plumbing fixtures to your home (e.g., a new bathroom).
- d) There will be a change in major occupancy, e.g., from residential use to business use.
- e) Where any changes could result in overloading the existing septic system.

## Online Submissions:



All permit applications are to be submitted online via our Web Portal. Before you begin, please ensure that all required documents are complete and signed (as applicable). Scan each document separately and give it a recognizable file name and save it to your computer. For further assistance please see our **Digital Permit Submission Guide**.

## Permit Issuance:



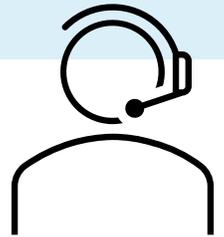
Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued. **Permit fees are payable upon issuance.**

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater

### [Fees and Charges By-law.](#)

## Scheduling Inspections:

After the permit has been issued it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the permit card provided at the time of issuance.



Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Ontario Building Code

# Permit Submission Checklist:

## 1. Completed Building Permit Application:



Application for a Permit to Construct or Demolish & Schedule:  
Designer information

Septic Change of Use Application (if applicable)

Septic Permit Application (if applicable)

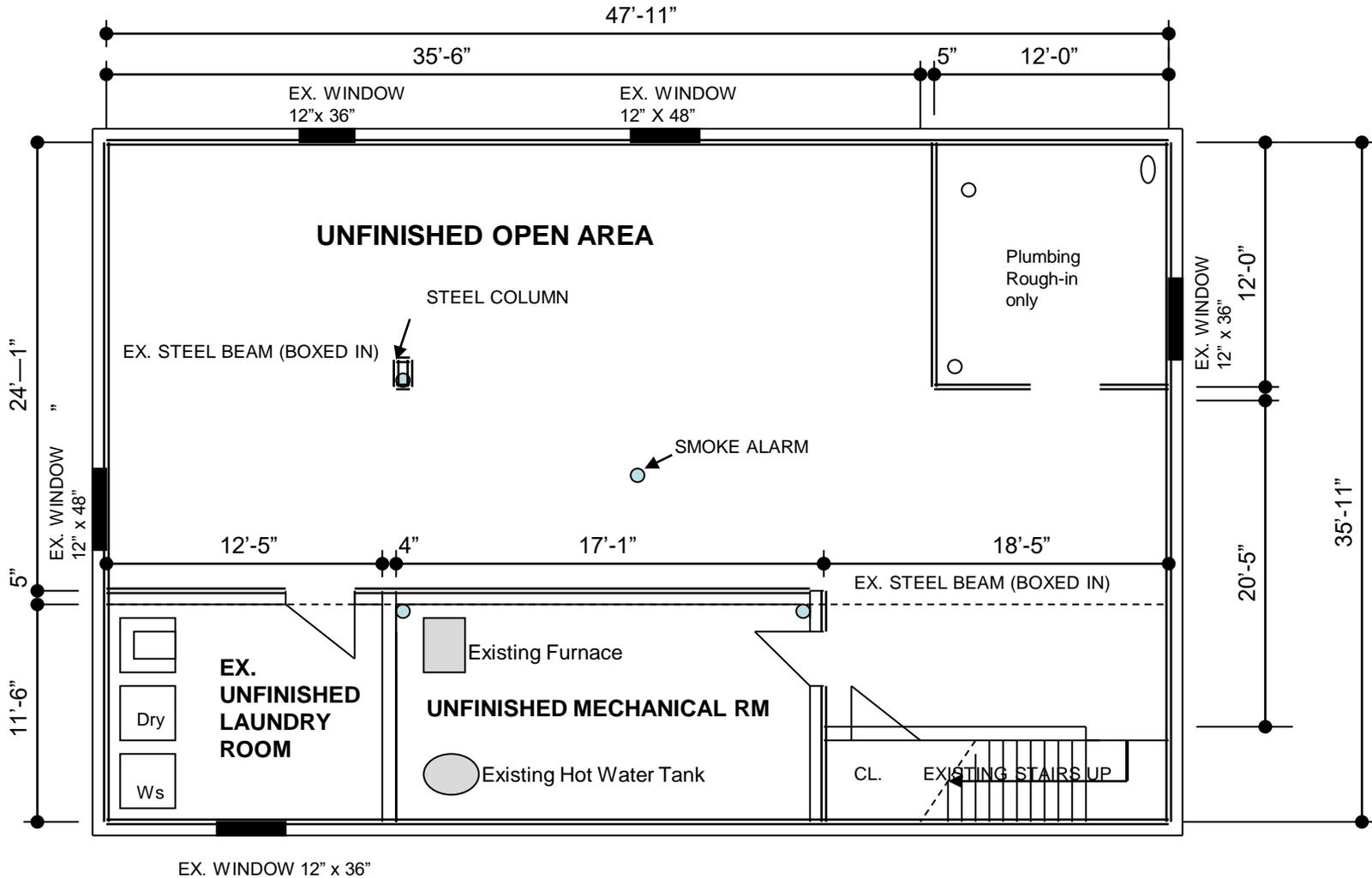
## 2. Required Supporting Documents:

Letter of Authorization (if other than the property owner)

Permit Drawings showing all materials & dimensions including:

- Floor Plan(s); existing basement layout & proposed basement layout
- Cross Section(s) for proposed wall construction
- Duct design. Supply / return air locations may be indicated on floor plan **OR** provided as a separate document.

# Township of Springwater: Sample Drawing - **EXISTING**



## **BASEMENT FLOOR PLAN**

SCALE: 1/8":1'0"

PROJECT ADDRESS:

**71 SPRINGWATER TRAIL**

## **VERI DRAFTING SERVICE LTD.**

123 Main Street, Anytown, Ontario

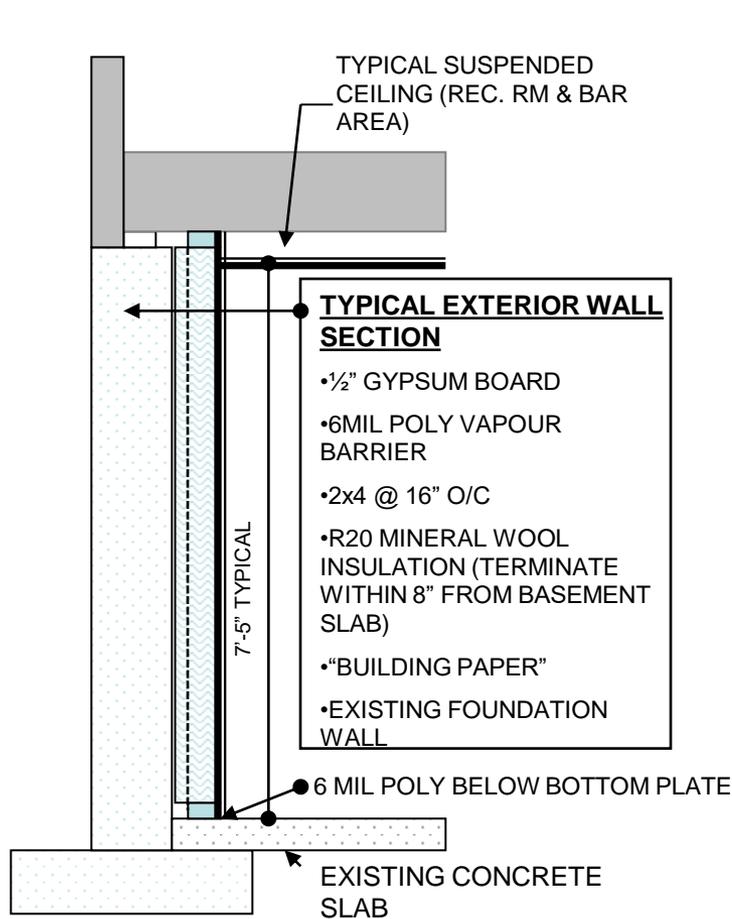
705-765-4321

Drawn by: Suzi Veri,

Firm BCIN # 012345 Individual BCIN # 054321

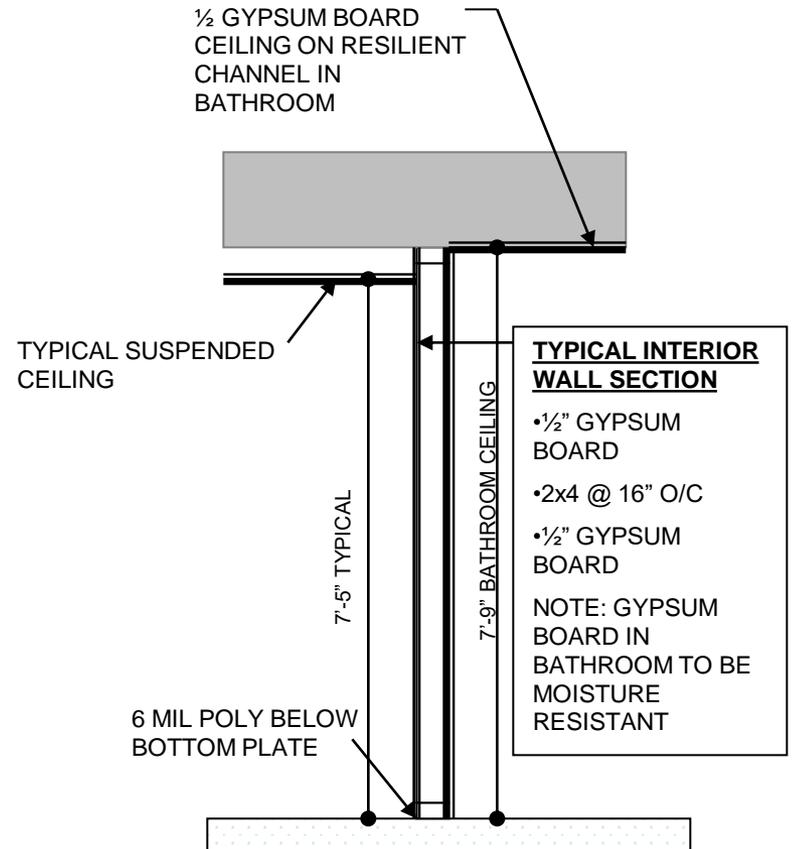


# Township of Springwater: Sample Drawing



**EXTERIOR WALL SECTION A**

NOTE: EXISTING INSULATION VALUES TO BE MAINTAINED OR IMPROVED WHEN FINISHING BASEMENT



**INTERIOR WALL SECTION B**

## Wall Sections

SCALE: 1/4":1'0"

PROJECT ADDRESS:

71 SPRINGWATER TRAIL

## VERI DRAFTING SERVICE LTD.

123 Main Street, Anytown, Ontario  
705-765-4321

Drawn by: Suzi Veri,

Firm BCIN # 012345 Individual BCIN # 054321