



## Basement Development Information

In order to issue a building permit for basement development, the applicant must submit:

- ✓ Completed building permit application
- ✓ Method of payment
- ✓ Floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors

## Basement Development Permit Fees

Building Permit	\$0.20/sq. ft (min \$100.00)
Safety Codes Fee	4% of building permit fee (\$4.50 minimum fee)
Occupancy/Damage/Grading Fee	\$250.00
(Refundable other than \$25.00 admin fee)	

*In addition to the above permits, the applicant may also require electrical, gas & plumbing permits. These permits need to be submitted to IJD Inspections Ltd. They can be reached at 1-877-617-8775 or via website at [www.ijd.ca](http://www.ijd.ca)*

## Do you need a permit?

Yes. You **must** obtain a building permit for any basement development as determined by your local authority.

Building permits are required for most major construction projects, including new buildings, additions, renovations, or a change of use in any existing building.

## Benefits of getting a permit

- You have access to the expertise of certified safety codes officers (inspectors), who will help you comply with the Alberta Building Code.
- Your plans will be reviewed by a certified safety codes officer to identify potential problems. This will help you make changes in the planning stage and avoid costly corrections after construction.
- Inspections will be carried out by certified safety codes officers, who will provide you with inspection reports and followup of any outstanding deficiencies related to the Alberta Building Code.

## Basement suites

This brochure provides information about basement development for single-family homes only. It does **not** include the province-wide standards for the construction of secondary suites that are now included in the Alberta Building Code and the Alberta Fire Code.

For more information on basement suite requirements, please see the *Secondary Suites* brochure, or contact Municipal Affairs and Housing using the contact information on the back of this brochure.

## Alberta's Safety System

Alberta Municipal Affairs and Housing works in partnership with the Safety Codes Council, municipalities, corporations, agencies, and other organizations to deliver effective community-focused public safety programs and services to Albertans.

## Questions or more information:

### Alberta Municipal Affairs and Housing

Safety Services Branch  
16th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4

Phone toll-free: 1-866-421-6929  
Fax: 780-427-8686  
E-mail: [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)  
[www.municipalaffairs.alberta.ca/cp\\_index.cfm](http://www.municipalaffairs.alberta.ca/cp_index.cfm)

### Safety Codes Council

Suite 800, 10707 - 100 Avenue  
Edmonton, Alberta T5J 3M1

Toll-free within Alberta:  
Phone: 1-888-413-0099  
Fax: 1-888-424-5134  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

Please place your agency or municipality contact information in the space below.

These brochures may be updated periodically. They have no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect.

November 2007  
ISBN: 978-0-7785-6002-9

# Safety Tips

## Finishing your basement



Alberta



# Finishing your basement

## Required plans information

You must submit plans with your building permit application to your local authority before starting any construction. The plans should contain the following **floor plan** and **cross-section** information:

## Floor plan requirements

- Show proposed and existing rooms.
- Indicate the use and dimensions of the proposed rooms under development.
- Indicate details of any structural changes.
- Show locations of smoke alarms.
- Indicate locations, sizes and swing direction of all doors.
- Indicate window sizes and locations.

## Cross-section requirements

Cross-section details shall be provided where required by the safety codes officer and should incorporate the following:

**Insulation:** The perimeter of the foundation wall is to be insulated from the top of the wall to a minimum of 600 mm (24 inches) below the exterior finished ground level. This insulation is to have a minimum thermal resistance value of RSE 1.4 (R8).

**Foamed plastic insulation materials:** Can be dangerous when exposed to fire and must be protected by a thermal barrier.

**Vapour Barrier:** Installed on the heated side of the insulation.

**Damp-proofing:** the interior surface of the foundation wall below grade must be damp-proofed when a separate interior cladding is applied to an exterior concrete wall that is in contact with the soil.

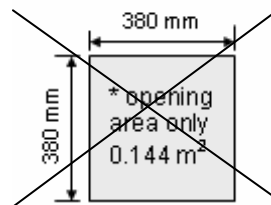
## Bedroom windows

Unless a bedroom has a door that leads directly to the building exterior, or the basement is sprinklered, each bedroom must have at least one window that can be opened from the inside without the use of tools or technical knowledge.

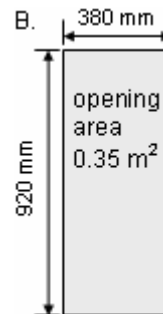
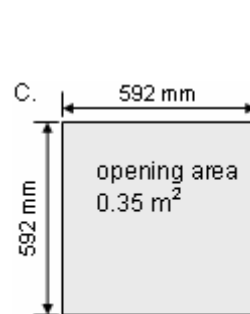
This window must provide an unobstructed opening with a minimum area of  $0.35 \text{ m}^2$  ( $3.77 \text{ ft}^2$  or 543 square inches), and no dimension less than 380 mm (15 inches). See the drawings below for further clarification.

## Examples of conforming and non-conforming bedroom windows

A. Does not conform to area requirements



The opening in example A is only  $0.144 \text{ m}^2$ , and it will not allow the average occupant to pass through the window as an alternate means of escape during a fire emergency.



Examples B and C conform to height, width and area requirements

## Window egress into window-well

If a window opens into a window-well, a clearance of at least 550 mm (about 22 inches) between the window and the wall of the window-well is required.

An awning-style window opening into a window-well may pose a challenge in maintaining this clearance, and it could interfere with the occupant's ability to exit through the window-well. The required clearances **must** be maintained when the window is in the open position.

## Gas-fired furnaces

If your developed basement will be occupied, any gas-fired furnaces and water heaters in the basement must be enclosed in a separate room from the living space, as found in the requirements of the current edition of the Alberta Building Code.

## Smoke alarms

Smoke alarms located in both the main dwelling and the basement must be installed as per the current edition of the Alberta Building Code.

They must be hard-wired into an electrical circuit and interconnected so they will all operate in unison.

## Carbon monoxide alarms

Carbon monoxide alarms shall be installed in every home containing a solid-fuel-burning appliance, as prescribed under the current edition of the Alberta Building Code.



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 www.ijd.ca  
 permits@ijd.ca

PERMIT # \_\_\_\_\_

**BUILDING PERMIT APPLICATION FORM**

Permit Applicant:  Owner  Contractor/Engineer Application Date (mm/dd/yyyy): \_\_\_\_\_  
 New Home Warranty No.(if applicable): \_\_\_\_\_ Estimated Project Completion Date (mm/dd/yyyy): \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Location:** Municipality: \_\_\_\_\_ Subdivision/Hamlet : \_\_\_\_\_  
 Street/Rural Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M  
 Description of Work: \_\_\_\_\_

Work has not started  Work is in progress  Work is complete

TYPE OF OCCUPANCY	TYPE OF WORK	BUILDING AREA
<input type="checkbox"/> Single Residential <input type="checkbox"/> Multi-family <input type="checkbox"/> Farm/Ranch <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Oil and Gas <input type="checkbox"/> Other: _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Relocation/Ready to Move <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Accessory Building <input type="checkbox"/> Shed <input type="checkbox"/> Deck <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input type="checkbox"/> Swimming Pool/Hot Tub	<input type="checkbox"/> Ft <sup>2</sup> <input type="checkbox"/> M <sup>2</sup> Main Area: _____ 2 <sup>nd</sup> Floor: _____ Basement: _____ Developed at time of Construction: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Total Developed Area:</b> _____ No. of Storeys: _____ Garage: _____ Deck: _____ Shed: _____ <b>Value of Material &amp; Labour \$</b> _____

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act, IJD Inspections Ltd. is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. **F.O.I.P. Notification:** Personal information is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act and section 63 of the Safety Codes Act. This permit expires in 1 (one) year from date of issuance unless an extension is requested in writing prior to expiration and granted by the Safety Codes Officer or Jurisdiction having Authority.

Permit Applicant's Name (print) \_\_\_\_\_ **X** Permit Applicant's Signature \_\_\_\_\_

Permit Fees	
Permit Fee: \$ _____	SCC Levy: \$ _____ Total Cost: \$ _____
SCC levy 4% of the permit fee with minimum of \$4.50 and a maximum of \$560.00	
Purchase Order No.: _____	
<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card: _____	Expiry _____

**Permit Validation Section: (to be completed by the Permit Issuer)**

Special Conditions: \_\_\_\_\_

Other Permits Required (under separate application):  Electrical  Plumbing  Gas  PSDS

Permit Issuer's Name: \_\_\_\_\_ Permit Issuer's Signature: \_\_\_\_\_  
 Designation No.: \_\_\_\_\_ Permit Issue Date (mm/dd/yyyy): \_\_\_\_\_

city of

Wetaskiwin



## REQUIRED PERMIT ACCEPTANCE

I\We \_\_\_\_\_ understand that it is my\our responsibility to ensure that the following permits and plans are provided\obtained and complied with if required:

- Plumbing Permit
- Gas Permit
- Electrical Permit
- Private Sewage
- Fire Safety Plan

I\we understand that it is my\our responsibility to verify with IJD Inspections (1-877-617-8776) if the above noted permits and plans are required. Failure to obtain the required permits may result in the permit fees being increased or a Stop Order being issued on the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date