

Basement Walkouts

Building Permit Submission Requirements



Introduction:

This is an overview of the fees, forms, and submission requirements for a Building Permit application for a Basement Walkout. By using the tables provided in this flyer you can ensure that your building permit application and submissions will be accepted, reviewed, and issued in a timely fashion.

Building Permit Fees:

For applicable permit fees refer to the fees section of our website at www.toronto.ca/building, fee brochures, or feel free to ask one of our Customer Service Staff at our four District Offices (see map on the back of this page).

The following methods of payment are accepted at Customer Service counters: Cash; Certified cheque; Personal cheque for fees over \$2000; Debit, MasterCard and Visa

Residential FASTRACK

This project type may be eligible for Residential FASTRACK. This service is available in all of our District Offices, 5 days a week during regular business hours. The goal is to issue your permit while you wait; however, for more complex projects it may take up to 5 business days to complete the review.

Form Requirements:

Application to Construct or Demolish	<input checked="" type="checkbox"/>
Declaration for Time Frames	<input checked="" type="checkbox"/>
Municipal Road Damage Deposit Form	<input type="checkbox"/>
Tree Declaration Form	<input type="checkbox"/>
Letter(s) of Undertaking	<input type="checkbox"/>
General Review Commitment Certificate(s)	<input type="checkbox"/>

Building Permit Plan Requirements:

GENERAL INFORMATION

All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated.	<input checked="" type="checkbox"/>
Drawings to include the designer's name, registration number, qualification identification number, signature and a statement that the person has reviewed & taken responsibility for the design activities.	<input type="checkbox"/>
Proof of compliance with any Applicable Laws (as defined in the Ontario Building Code)	<input type="checkbox"/>

SITE PLAN

Property lines & lot area referenced to a current survey.	<input checked="" type="checkbox"/>
Location of all existing & proposed buildings including overall dimensions, setbacks to property lines, other setback requirements and existing & proposed grades	<input checked="" type="checkbox"/>

FOOTINGS, FOUNDATIONS, AND DRAINAGE

Details about the soil bearing capacity	<input checked="" type="checkbox"/>
Foundation plan and associated details including: size of footings; frost protection information; waterproofing and damp-proofing; foundation wall thickness and height.	<input checked="" type="checkbox"/>
Location of and distance to any adjacent buildings or structures	<input type="checkbox"/>
Shoring and underpinning plans and details	<input type="checkbox"/>
Any ties into existing footings & foundation	<input checked="" type="checkbox"/>
Drainage details including tile and stone cover information and surface drainage details and the location of floor drains	<input checked="" type="checkbox"/>

STRUCTURAL DESIGN

Design details of concrete slabs including re-enforcement and concrete strength	<input checked="" type="checkbox"/>
Location and Design details of lintels used in openings	<input checked="" type="checkbox"/>

HEALTH AND SAFETY

Information regarding areas to be insulated and amount of insulation required; protection for insulation; and, details about air and vapour barriers	<input type="checkbox"/>
Door and window sizes and details, including measures to protect from forced entry	<input checked="" type="checkbox"/>

STAIRS AND GUARDS

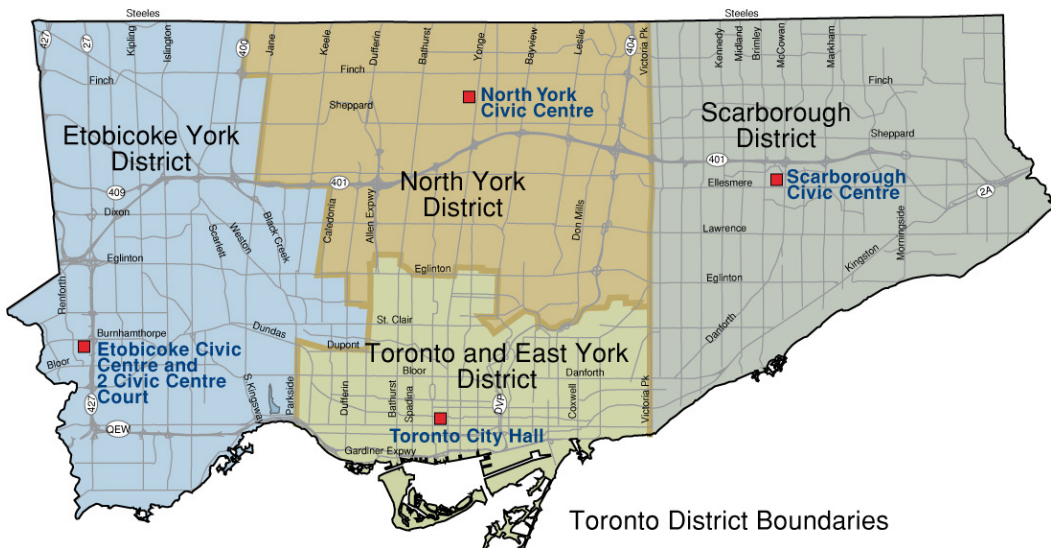
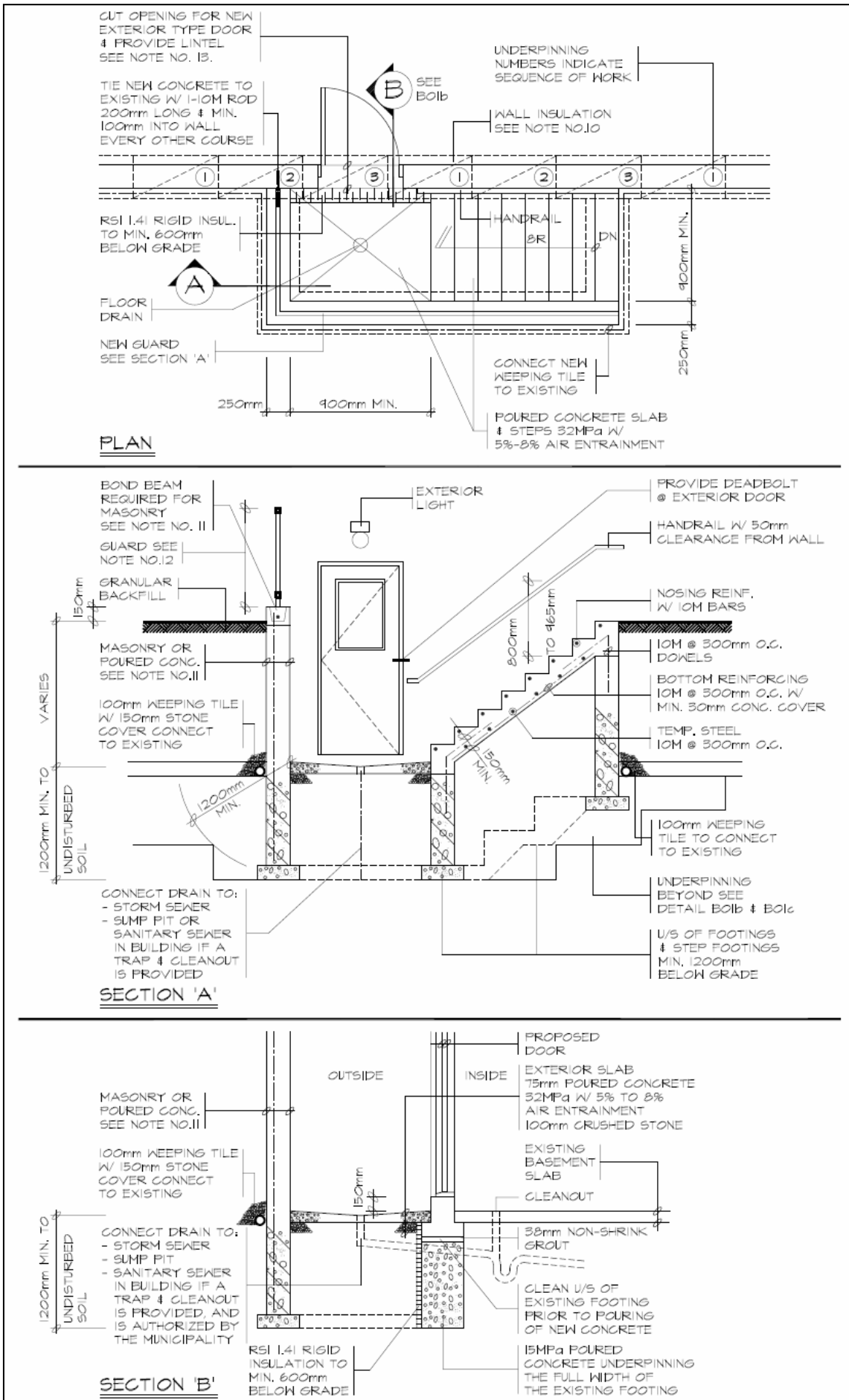
Stair details including: rise and run of staircase; width, height and depth of stairs and landings; and headroom	<input checked="" type="checkbox"/>
Design details for required handrails	<input checked="" type="checkbox"/>
Foundation requirements for stairs and landings	<input checked="" type="checkbox"/>
Construction details about guards including information about openings and climbability	<input checked="" type="checkbox"/>
Location of guards with respect to: stairways; landings; and, retaining walls	<input checked="" type="checkbox"/>

= Required

= Required where applicable

Additional information may be required on a case by case basis

Sample Plans: (Excerpted from the Toronto Area Chief Building Officials Committee Standard Details)



Etobicoke York District
2 Civic Centre Court, 1st Floor
Toronto, ON M9C 5A3
416-394-8002

North York District
North York Civic Centre
5100 Yonge Street, 1st Floor
Toronto, ON M2N 5V7
416-395-7000

Toronto and East York District
Toronto City Hall
100 Queen Street W, Ground Floor
Toronto, ON M5H 2N2
416-392-7539

Scarborough District
Scarborough Civic Centre
150 Borough Drive, 3rd Floor
Toronto, ON M1P 4N7
416-396-7526

Visit our website at
www.toronto.ca/building