

## Residential Finished Basement

### Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit in the Town of Collingwood. Additional information may be required as needed depending on the application type and individual circumstances.

#### Required Application Forms

- [Building Permit Application Form](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- [Applicable Law Checklist](#)

#### Required Drawings and Information

- Detailed floor plans with general notes to be included on the floor plan: room names, dimensions, door & window sizes, window egress for bedrooms, smoke alarms, carbon monoxide detectors, hand rails, etc.
- Refer to the following reference material for insulating basements:  
[Best Practice Guide](#): Full Height Basement insulation  
[Performance Guidelines](#) for Basement Envelope Systems & Materials

#### Required Approvals from other Agencies

In many instances before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by Building Services. Please ensure all required approvals are complete using the [Applicable Law Checklist](#).

**Building Permit Fee** \$300.00 flat fee

#### Before you submit your Permit Application

- Refer to the [e-Permit Document Guidelines](#) to ensure all of your documents are correctly named and are in PDF format.
- Refer to our [Electronic Submission Process Guide](#) for an overview of the e-Permit process.

#### Submit Your Permit Application!

There are two ways you can submit your permit application:

Online using our [e-Permit service](#) or email to [building@collingwood.ca](mailto:building@collingwood.ca)

**Next Steps** Submit the complete permit application and supporting documents to Building Services. Application is reviewed for completeness, compliance with the building code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit issued when review is complete and all fees are paid. Construction begins and inspections scheduled. Building Inspector reviews major phases of construction until Occupancy and/or Final are complete.

**Need help?** If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone (705)-445-1030 extension 3243 or email us at [building@collingwood.ca](mailto:building@collingwood.ca)