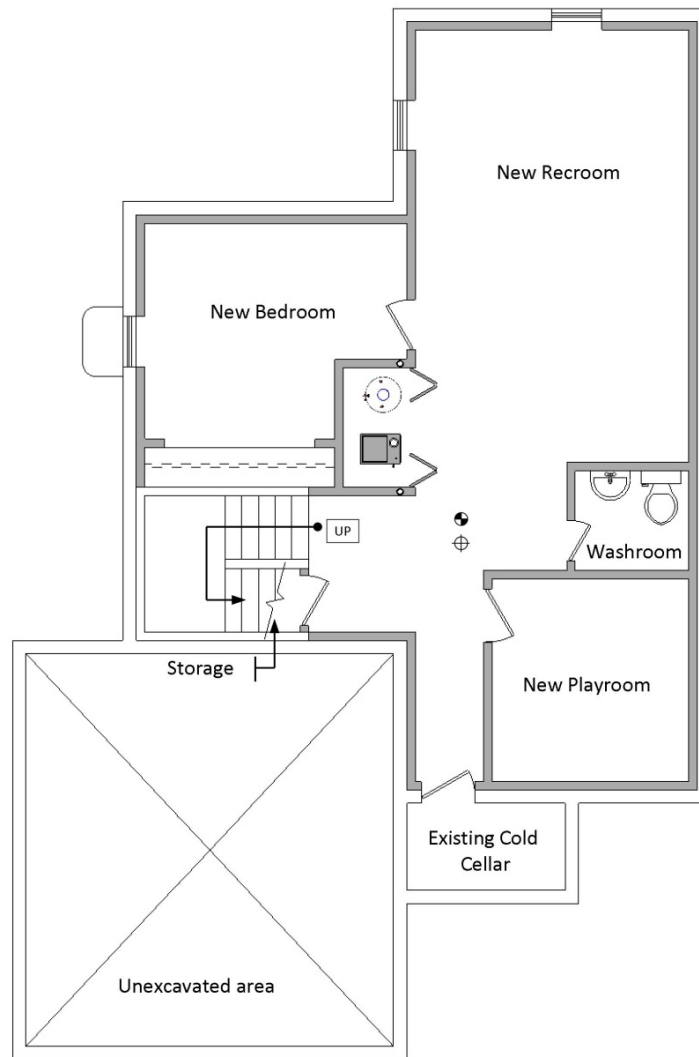




Development Services Department
Building Permit & Inspection Services

Basement Renovation Guide For Residential Dwellings



This document is a guide for home owners and does not cover all possible conditions. The illustrations are not intended to limit the ways by which compliance with Bylaw and Code requirements can be achieved. Details and requirements may vary depending on site and building conditions. Additional information may be required during the review of the building permit application. Refer to Zoning Bylaw and Ontario Building Code for accuracy. You may engage a qualified designer to prepare permit plans.

Note: Notwithstanding an approved building permit, the issuance of the permit does not constitute approval under the City's Licensing By-law # 122-2024, as amended, and the Ontario Fire Code.

General Requirements

A Building Permit is required for alterations to existing basements except for:
Replacement of floor finishes (carpet, tile hardwood, etc.)

- Installation of cabinetry where no plumbing alterations will occur.
- Replacement of a window within the existing rough stud opening.

Note: A finished basement must comply with the building code and zoning requirements. For more information, contact The City of Oshawa's Building Department at 905-436-3311 Ext. 2290.

General Zoning Restrictions:

- The entire building must be used as a "single housekeeping establishment".
- There is to be no secondary cooking facilities within the building.

Application Requirements:

- Application to Construct or Demolish and Schedule 1 Designers Information forms.
- Owners Authorization will be required if applicant is different from property owner.
- Survey or site plan of the property showing dimensions of all existing buildings and structures, including dimensions to all property lines. Any addition or enlargement of windows is to be plotted on the 'Site Plan'. (See attached sample 'Site Plan' on page 4).
- Construction drawings including the floor plans of all levels outlining existing layout and room uses, a detailed floor plan of the proposed layout, structural details if applicable, wall section and a legend with construction notes. The attached sample drawings and details may be used, provided all dimensions and information are shown on the 'Floor Plan' (page 6)
- Permit fee, payable at time of acceptance of permit application may be made by cheque (payable to "The City of Oshawa"), cash, debit, Visa, MasterCard or American Express. Permit fees must be paid before a permit is issued.

General Building Code Requirements:

(Based on part 9 of the Ontario Building Code)

- Provide a minimum ceiling height of 6'-11", which is allowed to be reduced to 6'5" underneath beams and ducts. (For houses greater than 5 years old, 6'5" is permitted throughout.)
- Doors to rooms without dedicated return air inlets, shall be undercut by minimum $\frac{3}{4}$ ".
- Each bedroom requires natural light equal to 5% of the room's floor area. (For houses greater than 5 years old, 2.5% is permitted.)
- No windows are permitted in walls closer than 4'-0" to the property line, unless protected with a fire resistance rating of 45 minutes.
- The principal exhaust fan in a house containing 5 bedrooms or less shall comply with O.B.C. Table 9.32.3.3. If the number of bedrooms exceeds 5, a review of the house's existing mechanical ventilation system by a qualified designer is required to determine if the system is sufficient to handle the additional loads.
- A smoke and carbon monoxide alarms are required in each bedroom and each area/hallway serving bedrooms.
- Basements containing bedrooms require direct access to the exterior through a door or provide an egress window as shown on page 11.

Step by Step Instructions

1. Site Plan

Refer to the sample 'Site Plan' (page 4) and create your own or modify a copy of your original survey. Include all the dimensions and information as shown on the sample 'Site Plan'.

2. Legend and Notes

Refer to the 'Legend and Notes' (page 5). Create your own, add to, or modify the samples to provide the full scope of construction information for your project.

3. Existing Floor Plans

Refer to the 'Existing Floor Plans' (page 7). Create your own using the sample as a guide or provide original builders plans outlining the following information;

- The unaltered portion of the building may be shown in a simplified manner
- Show each floor level with all existing walls, doors, windows, cabinetry and room uses

4. Floor Plan

Refer to the proposed sample basement 'Floor Plan' (page 8). Create your own using the sample as a guide and show all information listed below and as noted on the sample "Floor Plan":

- Use and dimensions to be noted of each room or space including stair locations
- Location of new door or window openings, including their size and any proposed wood and/or steel lintels
- Location, size, material and grade of wood beams or proposed steel, used to replace existing load-bearing partitions and the supporting foundation;
- Proposed and/or existing supply and return air diffuser locations
- Location, size, and design of all new window wells, showing how trapped water is to be drained

5. Elevations

An elevation drawing is required when a new window or door opening is proposed. Refer to the sample 'Elevations' (page 9). Create your own using the sample as a guide to show any alterations to any of the openings. Detail the elevation where a window or door area has been added or removed showing total wall area from ground to underside of soffit and all the sizes of the new and existing windows in the wall.

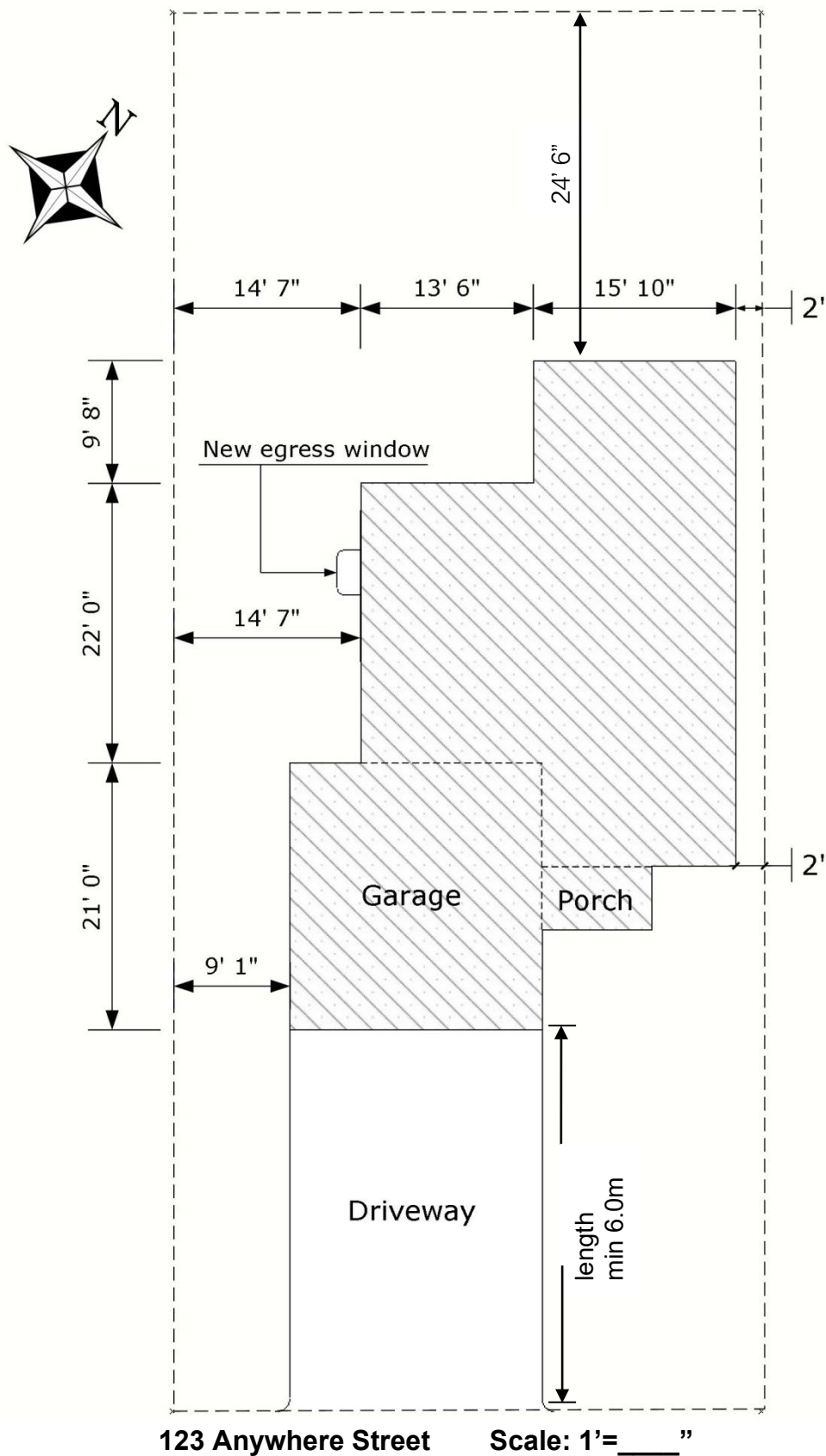
6. Wall Section

Refer to the 'Wall Section' samples on (page 10) and the Egress Window section (page 11). Create your own or use the samples as part of your submission. Add proposed ceiling height information to complete the section.

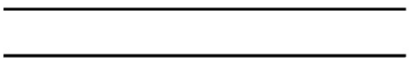
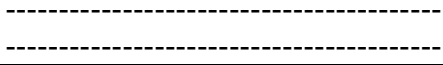
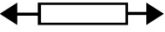
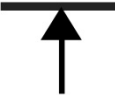
7. Plumbing

The name of a licensed plumber and their active Ontario College of Trades membership number are to be provided for new or alterations to plumbing. Plumbing drawings prepared by a qualified designer or homeowner including sizes, connections and materials may be provided in lieu of a licensed plumber.

1. **Site Plan** – Refer to the sample 'Site Plan' below and create your own or modify a copy of your original survey. Include all the dimensions and information as shown on the sample below.



- 2. Legend and Notes** - Create your own, add to or modify the samples below to provide the full scope of construction information for your project.

Legend Samples	Legend Description
	Existing Walls
	New Partitions or finished walls
	Partitions to be removed
	Smoke alarm
	Carbon Monoxide Alarm
	Supply Air Outlet
	Return Air Inlet
	3-way switch
	Fan vented to exterior with insulated duct

Construction Notes: (include on drawings)

Exterior Walls

- See section drawing attached (sample on page 10 can be submitted)

Interior Walls

- New 2 in. x 4 in. wood studs @ 16 in. O.C. separated from concrete with sill gasket
- New ½ in. drywall on both sides
- Optional sound insulation

Ceiling

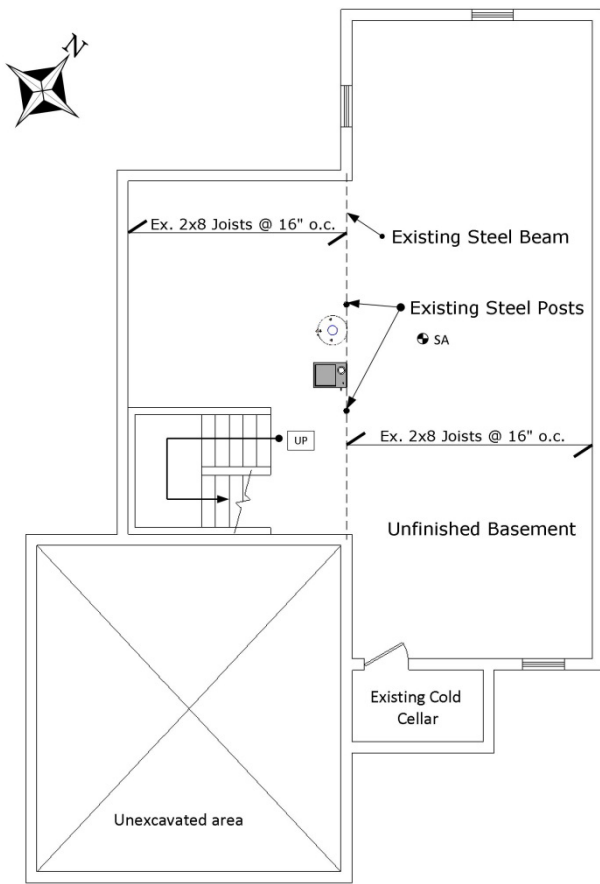
- Existing size & spacing of joists
- Ceiling finish
- Provide ceiling height under beams and under ducts in each room and at stairs (measure from leading edge of stairs to ceiling)

Floor finish

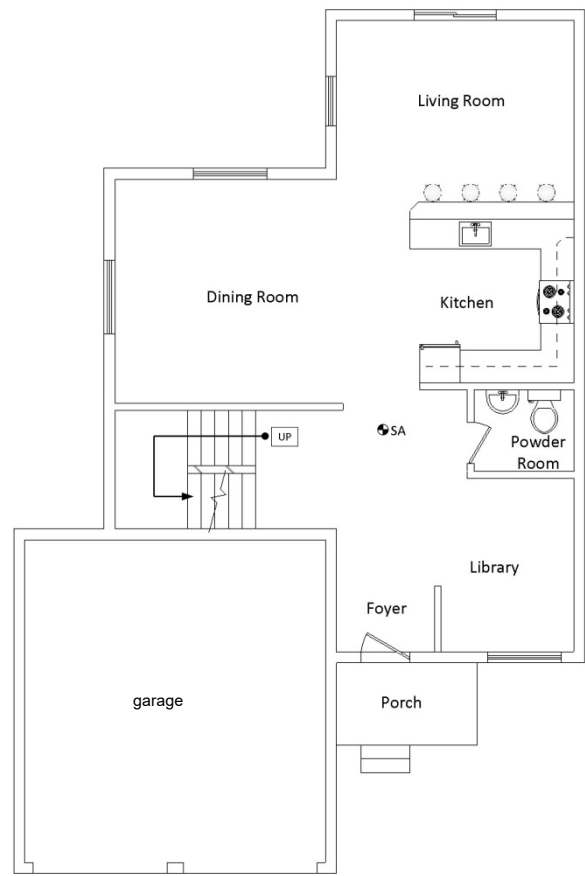
Furnace and other equipment

- Clearances around furnaces and hot water appliances are as per manufacturer's specifications and/or the Gas Code.

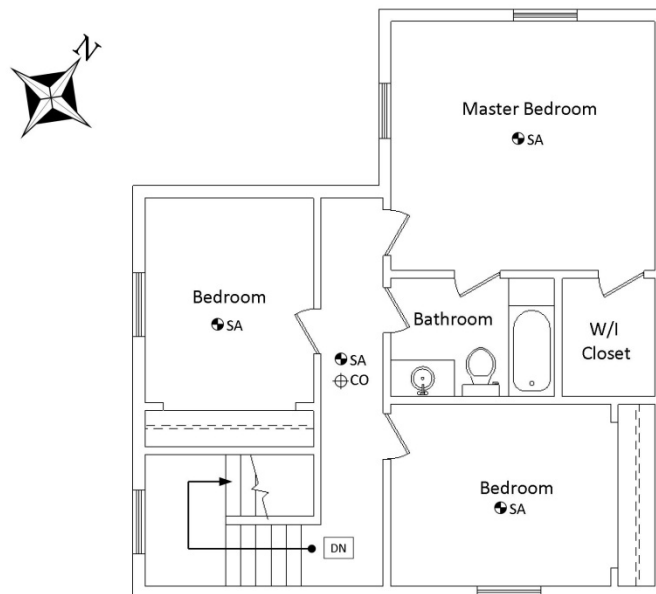
3. Existing Floor Plans – Draw simple existing layout plans of all levels or provide a copy of the original builder's plans. See examples below.



Existing Basement Layout

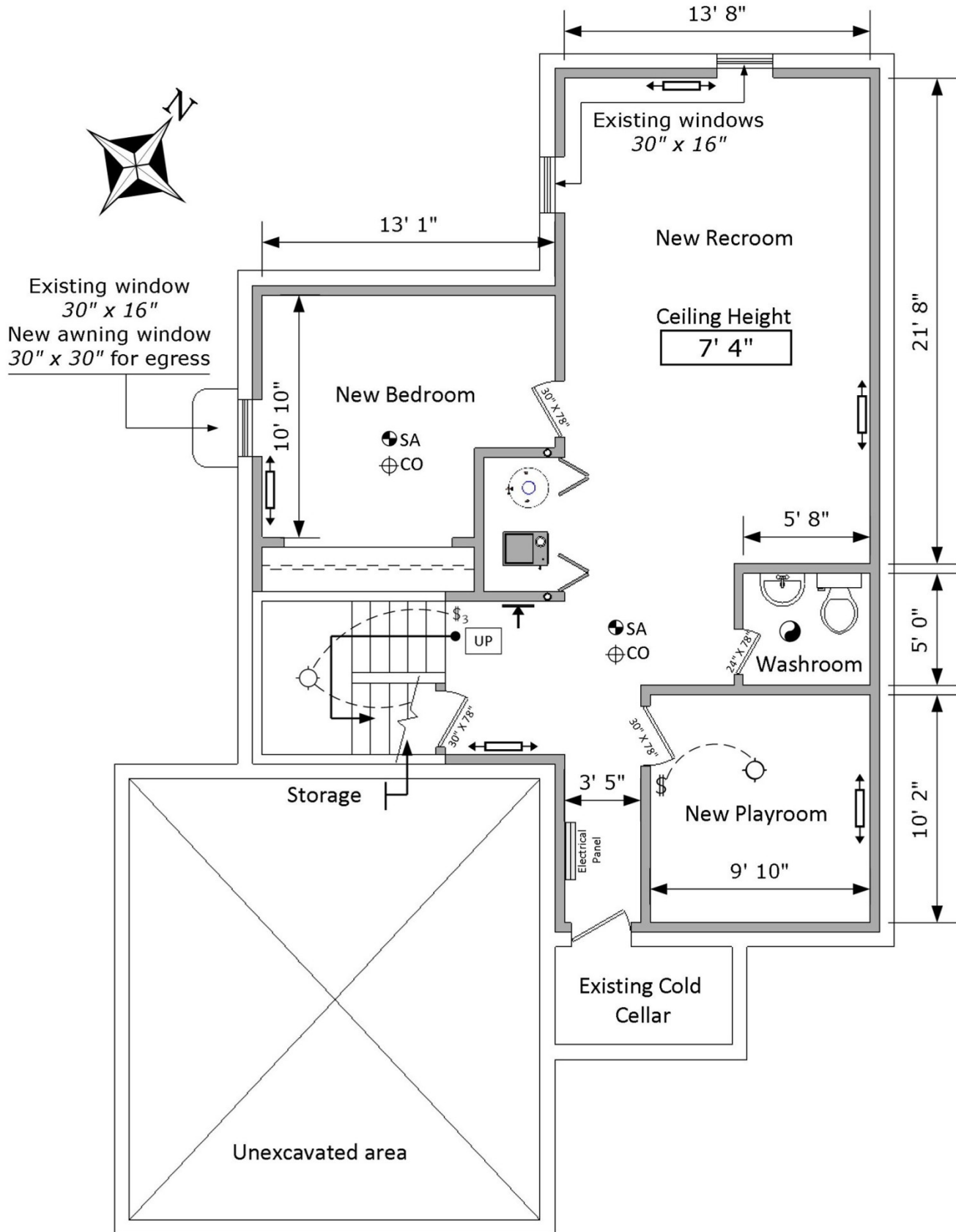


Existing Main Floor Layout



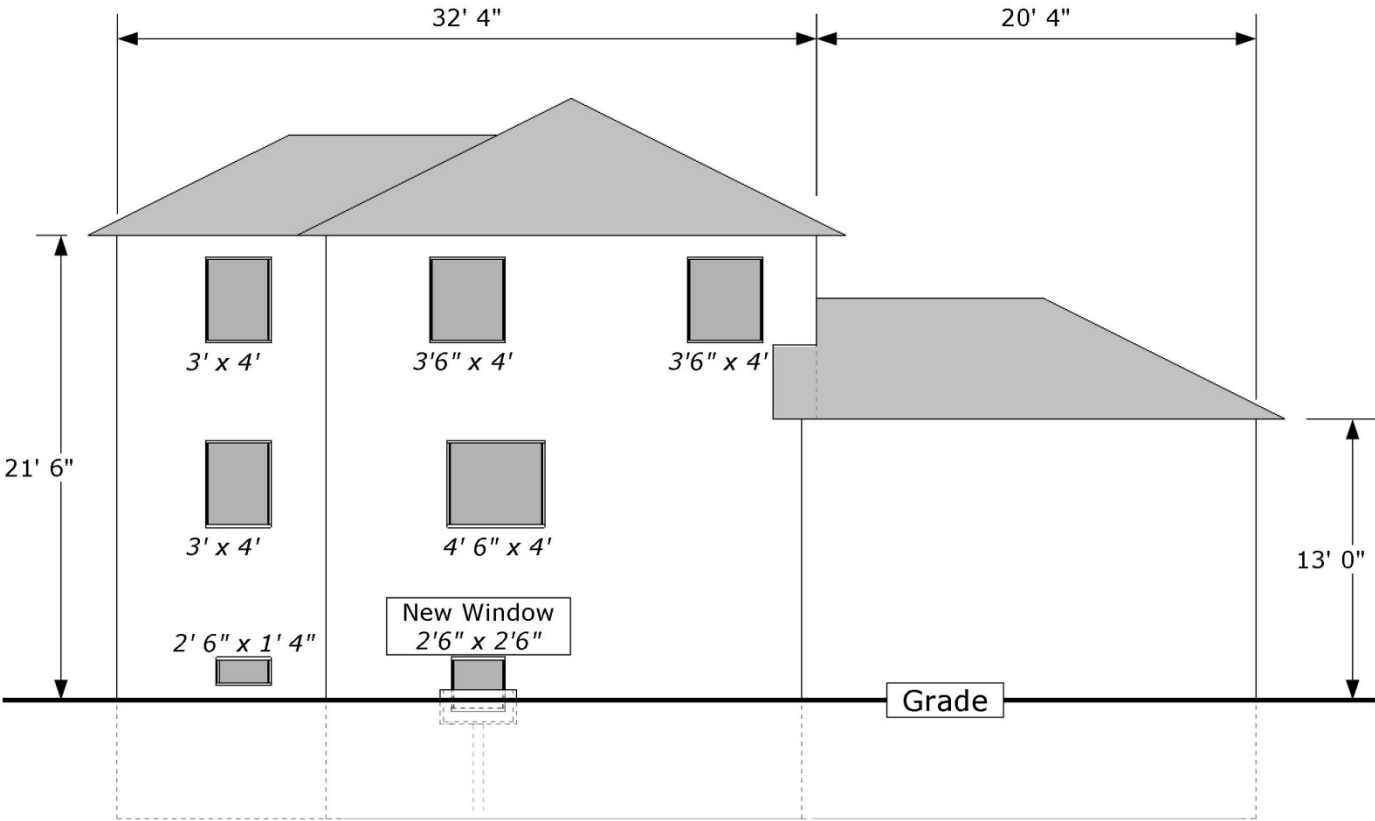
Existing Second Floor Layout

4. **Floor Plan** – Provide a detailed plan of your new basement layout. See example below.



Scale: 1' = ____"

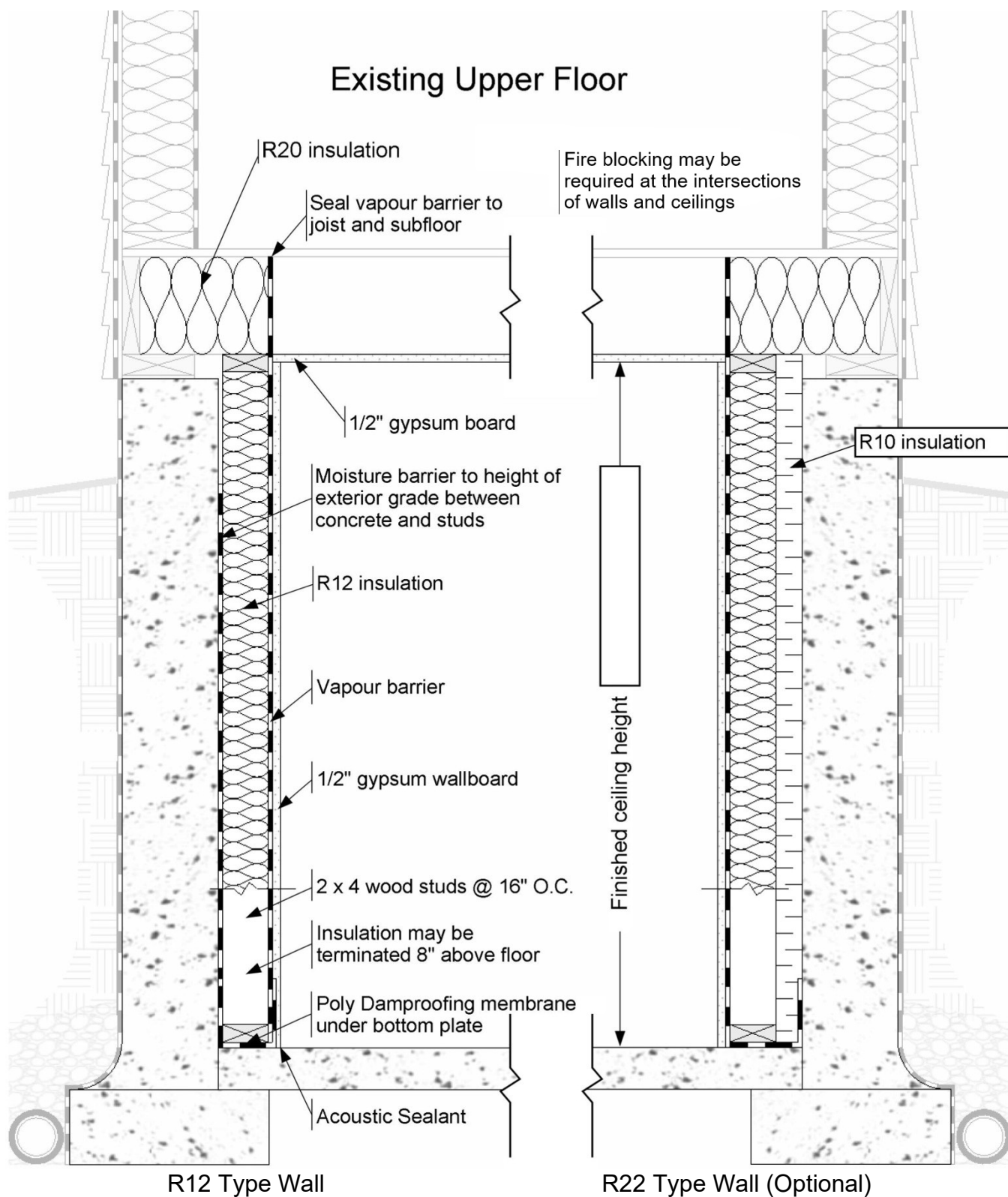
5. **Elevations** – Provide a fully dimensioned elevation drawing outlining all of the openings and their dimensions. Summarize the areas as indicated in the sample chart below.



West Elevation

Openings	Calculations Summary
Building Face Area	$(21.5 \times 32.33) + (20.33 \times 13) = 960$ square feet
Window Area	$2(3 \times 4) + 2(3.5 \times 4) + (4.5 \times 4) + (2.5 \times 1.33) + (2.5 \times 2.5) = 80$ square feet
Door Area	(N/A) = 0 square feet
Include distance from property line	14 feet 7 inches

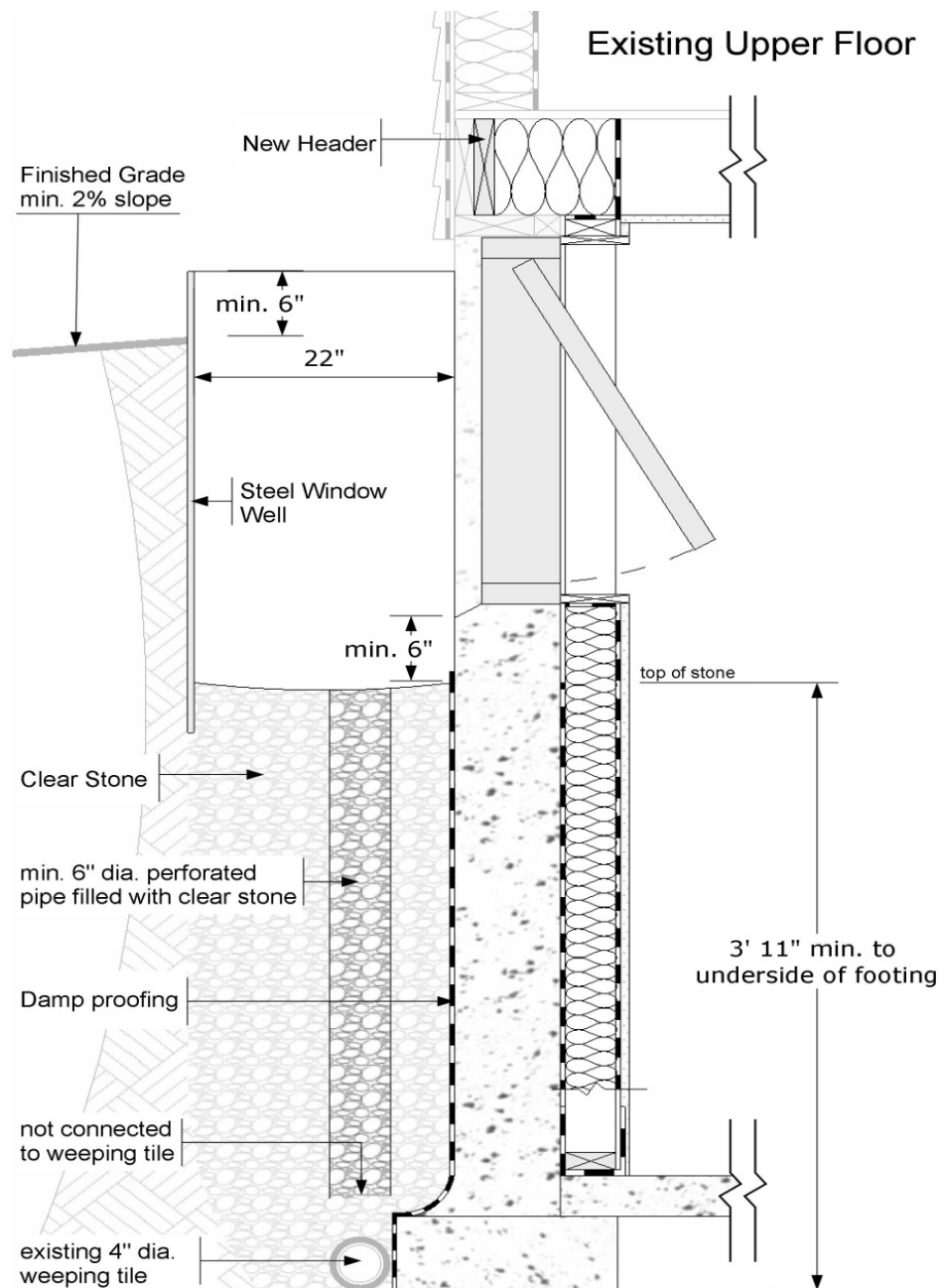
- 6. Wall Section** – Create your own or use the samples as part of your submission. Add the proposed ceiling height information to complete the section. Strike out the side you do not want to use on your project.



Note: the proposed insulation level can not be less than the existing.

7. Egress Window Requirements

- A basement containing bedrooms will require direct access to outdoors for escape in case of fire. This may be provided through a basement walk-out door or an egress window. The Egress window shall have an unobstructed open portion having a minimum area of 3.8 ft² with no dimension less than 15" and is operable without the use of tools.
- When open, all window components must be self-supporting.
- Egress window wells require a minimum clearance of 22" (550mm) in front of the window. (see attached drawing). Note: Window wells must not encroach onto adjacent properties.



Foundation walls with new openings wider than 3'-11" or walls having openings more than 25% of its length shall be considered laterally unsupported and may require an Engineer's review.

Certain types of basement renovations that involve excavations may require approval from the City of Oshawa's Engineering Services Branch in conjunction with the Site Alteration By-law 85-2006.