

Basement Development Checklist

Building Inspections Department

Permit fees may be doubled if construction has commenced prior to permit issuance

The following **MUST** be clearly indicated on your floor plans or the application may **NOT** be accepted for processing:

Electronic application including supporting documents in PDF format will be accepted in person at City Hall, online through MyAirdrie or by email: building.inspections@airdrie.ca

- Door Sizes** Bathroom doors 30" minimum, Utility Room door 32" minimum
- Smoke Alarm Location** Must be located in every bedroom and in the hallway serving the bedroom.
- Uses of rooms** Bedroom, Utility Room, Bathroom etc.
- Total Square footage of developed space**
- Window Sizes and Type** Indicate for bedrooms, playrooms office rooms etc. -Casement, Slider, Awning, Hopper
- Electrical Outlets, Lighting locations and switches**
- Electrical Panel Location**
- Bathroom Fan** Each bathroom must have a fan rated not less than 50cfm (25 L/S). Bathrooms must have GFI receptacles when located within 1 meter of a sink .
- Structural changes** Any structural changes must be clearly indicated on your plans e.g. Adding or changing windows, removing or relocating load bearing walls or columns.

Special Considerations for Bedrooms:

- Open area of bedroom window** Indicate the openable area of your bedroom window

- Carbon Monoxide Alarm** A C/O alarm is required on each floor level with a bedroom within 5m (16' 5") of the bedroom door.

- Window Wells** All window wells serving bedrooms must have a minimum depth of 760mm (30"). *Most existing window wells will not meet this requirement and modifications will be required.

Prior to submitting your application, check your plans against this document to confirm the above information has been provided.

The information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and Safety Codes Act and is used solely for purposes relating to the administration of the Building Inspections program. Questions about the collection of this information can be directed to the Team Leader, Building Inspection Department at 400 Main St. S.E., Airdrie, AB, T4B 3C3 PH: (403) 948-8832 Email: building.inspections@airdrie.ca Website: www.airdrie.ca