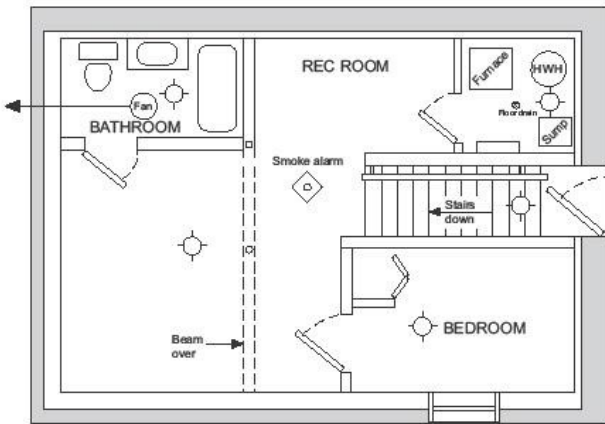


APPLICATION REQUIREMENTS FLOOR PLAN DETAILING

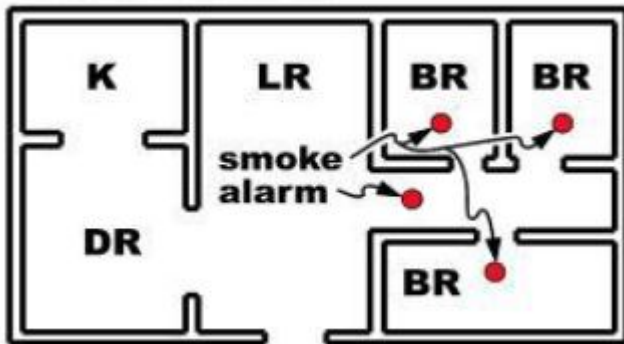
- Dimensions and room sizes
- Location of doors and sizes
- Window types and sizes
- Location and size of stairs
- Locations of smoke alarm and CO detectors

SAMPLE PLAN

We examine room sizes and uses, window sizes and ceiling heights.



Smoke detectors must be installed on all storeys including basements, in all sleeping rooms and in a location between the sleeping rooms and the remainder of the storey, and if the sleeping rooms are served by a hallway, the smoke alarm shall be installed in the hallway. (see diagram below)
CO detectors shall be installed within 5m of each bedroom door.



DEVELOPING YOUR BASEMENT

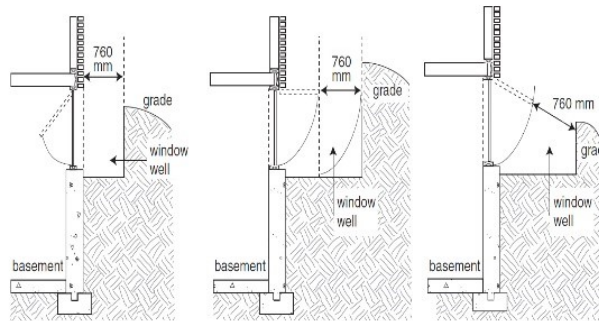
If you are developing your basement, a building permit is required. To apply for a building permit, you will need 2 copies of a scaled drawing (1/4" to 1'0").

Minimum Drawing should include on 11"x17" paper:

- Size of all rooms
- Use of rooms
- Location of doorways and direction they open
- Window size in all bedrooms (opening type ie: slider, casement awning, etc.
- Location of exiting stairs
- Floor to ceiling height in all rooms
- Location of smoke alarm (must be hard wired)
- Plumbing and ventilation changes
- Construction materials

Any structural changes, like moving a post or a beam will require detailed drawings and in some cases, the services of a professional engineer.

Bedroom windows must open for emergency exiting. The openable portion of the window cannot be smaller 0.35m² (3.77 sq ft) in area with no dimension less than 380mm (15"). Also 760mm (30") minimum clearance is required in front of a win-dow if opening into a window well.



Doors The minimum sizes for a door in the following rooms are:

Furnace Room
810mm x 1980mm or (32" x 78")

Bathroom
610mm x 1980mm or (24" x 78")

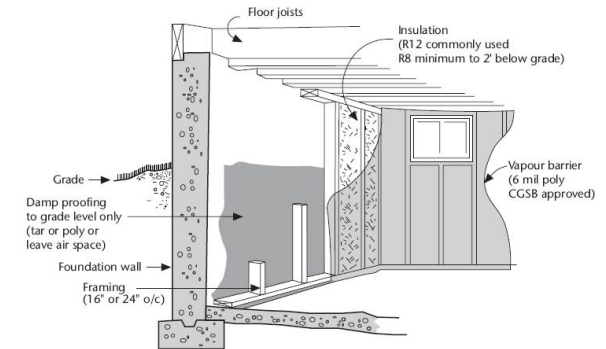
Bedroom
760mm x 1980mm or (30" x 78")

ADDITIONAL INFORMATION

Bathrooms must have an exhaust fan vented to the exterior to remove odours and condensation.

Plumbing, Gas, and Furnace work is not included in the building permit. If you are installing a new bathroom, doing heating and ventilation work, or any type of gas work, separate permits are required.

TYPICAL FRAMING EXAMPLE



OTHER REQUIRED PERMITS

- Heating & Ventilation Permits
- Plumbing & Gas Permits
- Electrical Permits

FREQUENTLY ASKED QUESTIONS

How long is my permit valid?

The work must start within 90 days and must be completed within 180 days.

When should I call for an inspection?

Basement Development permits require a Final Inspection. Additional permits – Electrical, Plumbing, Heating and other Mechanical- may require additional inspections during the framing phase.

How do I request an inspection?

Inspections are requested by telephoning **403-320-3830**. Requests received before **1:00 pm** will normally be inspected the next day.

How much will my permit cost?

A minimum permit fee is **\$104.50**. The square footage of your basement development determines the cost of the permit.

Do I require any other permits?

If you are altering the Electrical or Mechanical systems, you will require additional permits.

My basement is already framed. Why do I require a permit?

Developing a livable space requires a Building Permit.

SECONDARY SUITE

I want to suite my basement. Is this the permit I need?

You would require a Development Permit granting approval for a **Secondary Suite**, along with building, electrical, and mechanical permits. Please call **(403) 320-3920** to speak with a Development Officer for more information.

HOW TO APPLY

In person

Planning and Development Services Department

1st Floor, City Hall
910 4th Avenue South
Lethbridge, Alberta T1J 0P6
Telephone: (403) 320-3920
Fax: (403) 327-6571

Office Hours: 8:00am – 4:30 pm

Inspections Line: (403) 320-3830

Note: This is a general guide only. Additional information may be required. When you apply, personal information may be collected under the authority of Section 33© of the Alberta Freedom of Information and Protection of Privacy Act (FOiPP), Section 642 of the Municipal Government Act and/ or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.

DEVELOPING YOUR BASEMENT



PLANNING AND DEVELOPMENT SERVICES DEPARTMENT



CITY OF
Lethbridge