



# Finished Basement Permit Guide

---

## Town of The Blue Mountains

All application forms, drawings, and related documents shall be submitted electronically in PDF format to [build@thebluemountains.ca](mailto:build@thebluemountains.ca) or by using our secure [ShareFile](#) system. Please refer to our [Electronic Submission Requirements Document](#)

### Application Forms

1. [Building Permit Application including Schedule 1](#) Designer Information Form
2. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)

### Construction Drawings

3. Floor Plan
  - 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.
4. Note: TBM recommends the following reference material for insulation basements:  
[Best Practice Guide](#): Full Height Basement insulation  
[Performance Guidelines](#) for Basement Envelope Systems & Materials

### Fees and Charges

5. Building Permit Fee \$250.00

### Next Steps

Submit complete application including supporting documentation, electronically to [build@thebluemountains.ca](mailto:build@thebluemountains.ca) . Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until Occupancy and/or Final are complete.