



Residential Renovations - Basement Finishing Guide for Building Permit Applications

These are general guidelines only; more information may be required on a case-by-case basis

Required Documents for Building Permit Application

- Fully completed application preferably via CloudPermit at ca.cloudpermit.com, or a fully completed hardcopy application form completed at the Municipal Office
- Owner Authorization form, if applicant is not the property owner
- Completed Schedule 1: Designer Information form for the individual taking design responsibility for the project
- **1 set of electronic construction drawings**** (PDF only)

** Drawings must be completed by the property owner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the construction drawings, as well as a Schedule 1: Designer information.

All documents to be submitted electronically in PDF format

Construction Drawings Showing:

- Existing and proposed layout with room labels
- Window/door sizes
- Kitchen/bathroom layout
- Location of stairs, furnace etc.
- New wall construction
- New beam sizes and supports
- Location of existing ducting or overhead beams
- Ceiling heights (under floor joists and bulkheads for beams and duct work)
- Insulation Values (Existing or New)
- Location of smoke alarms & CO² detectors

Building Permit Fees

Please refer to the Township of Mapleton's [Fees & Charges By-law](#) in effect at the time of application for current rates. These fees are payable upon collection of the Building Permit and cover all plans review, building permit, and resulting inspections.

Need Assistance?

Reach out for assistance any time at building@mapleton.ca or 519-638-3313 X029. Application forms, schedules, and other documents are available on the Building Department webpage under [Building Permit Guides and Documents](#) - Additional Application Forms and Schedules.

Note: Once a Building Permit application has been submitted, questions can be asked directly to Building Department staff through the permit workspace within Cloudpermit.

Township of Mapleton

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