



BASEMENT DEVELOPMENT PROCESS/CHECKLIST

A Development/Building permit is required for any alteration to the floorplan within a dwelling. Therefore, a building permit is required to develop a basement for the personal use of the occupant (such as family room, bathroom, etc.)

Consent Process

1. Permit application forms are available online or at City Hall. Submit completed application form with two sets of plans to:
Planning & Development Department
107 Central Street W
P.O. Box 340
Warman, SK S0K 4S0
Ph. 306-933-2133 Fax. 306-933-1987 Website. www.warman.ca
2. The application is then reviewed to ensure compliance with the City of Warman's Zoning Bylaw.
3. The Building Permit is forwarded to MuniCode Services for review. Generally, this process requires ten to fourteen business days.
4. The City of Warman will be in contact with you to inform you that your permit is ready for pick-up. Conditions may be applied as per the department's discretion.
5. Upon approval and issuance of a permit, one set of submitted plans will be returned to the applicant and Building Permit Fees will be owed to the City.

NOTE: Work is not authorized to proceed on a project for which a permit is required, until both a valid Development Permit and a Building Permit have been paid for. Development and Building Permits are issued at the same time.

Application Costs

The Building Permit fee for construction, erection, repair, or reconstruction is calculated as follows:

\$100 for construction valued under \$5,000, \$125 for construction valued between \$5,001 and \$25,000, and \$5 for every \$1,000 if construction is valued over \$25,000.

The local authority may estimate the value of construction for the work described in an application for building permit for the purpose of evaluating a permit fee. Methods can be based on established construction costs, owner's statement of costs, or constructor's contract values.

Additional Requirements

If you intend to install electrical wiring and/or plumbing in your basement, then you also require a separate **Electrical Permit** and a separate **Plumbing Permit**. Depending on the work being done, a **Gas Permit** and/or a **Heating Permit** may also be necessary.

In addition to a building permit, a Development Permit is also required for basement suites. The property must already be zoned for the intended purpose and the lot must meet minimum size requirements. Please contact the Planning & Development Department for more details regarding secondary suites.

Home Based Businesses must apply for and obtain a **Home Based Business License** before proceeding.

Please note that a building permit is not required when insulating exterior walls. However, erecting any interior walls does require a building permit plus any other applicable permits (such as electrical and plumbing).

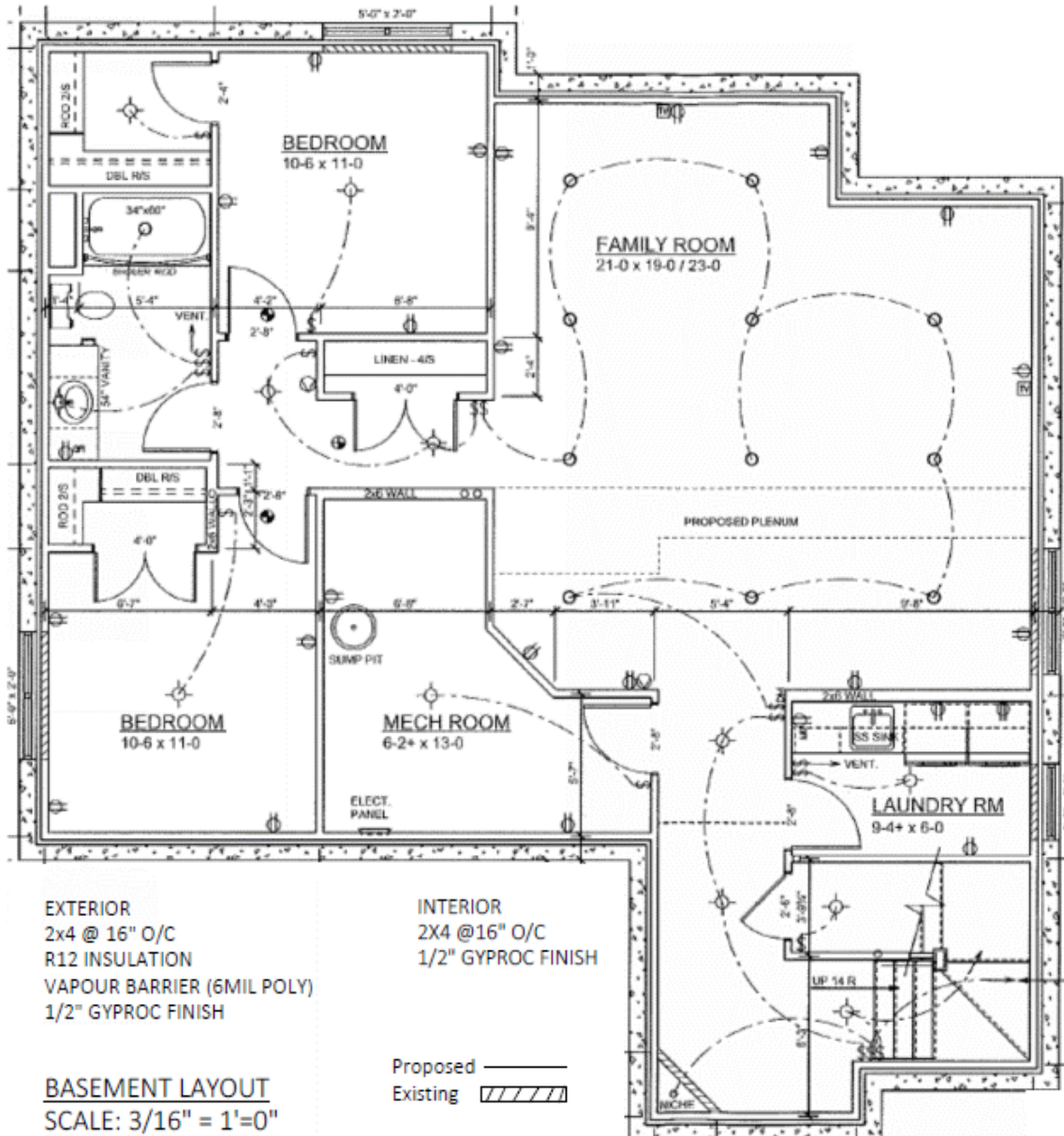
Consent Checklist

On Basement Development Plans the following **MUST** be indicated:

- Dimensions of the existing exterior basement walls
 - Hallway widths
 - Interior Partitions
 - Identify rooms (bedroom, bathroom etc.)
 - Electrical details (lighting/switch placement)
 - Location of smoke alarms and CO detector
 - Type, size and spacing of materials used for walls
 - Indication of how bathroom will be exhausted
 - Window sizes
- Indicate if a wood burning stove will be installed
 - Indicate type of poly vapour barrier and insulation
 - Indicate type of moisture barrier to be installed between existing concrete wall and wood framing wall
 - Placement of stairs
 - Overall square footage of developed/undeveloped area

EXAMPLE

Of what detail is expected on submitted plans and is to be used as reference material only.



For further information please contact:

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