



Basement Development

**Application guidelines for development of residential
basements**



Purpose and Intent:

These guidelines provide direction for basement development projects in the R.M. of Corman Park, intended to assist contractors and home owners in preparing basement development floor plans. Floor plans exceeding these minimum standards are encouraged. Further information may be required.

I. Is a permit required to develop a previously unfinished basement?

Yes, a building permit is required.

Note: You do not need to apply for a permit if you only intend to make cosmetic changes (ie. flooring, fixtures, painting, doors, installing insulation). Please contact the Development Officer if you are unsure of the necessity for a building permit for your project.

When in doubt please contact the R.M. Office.

II. What do I need to submit for a basement development building permit?

When submitting an application you must include the following:

➤ **A completed Building Permit application form:**

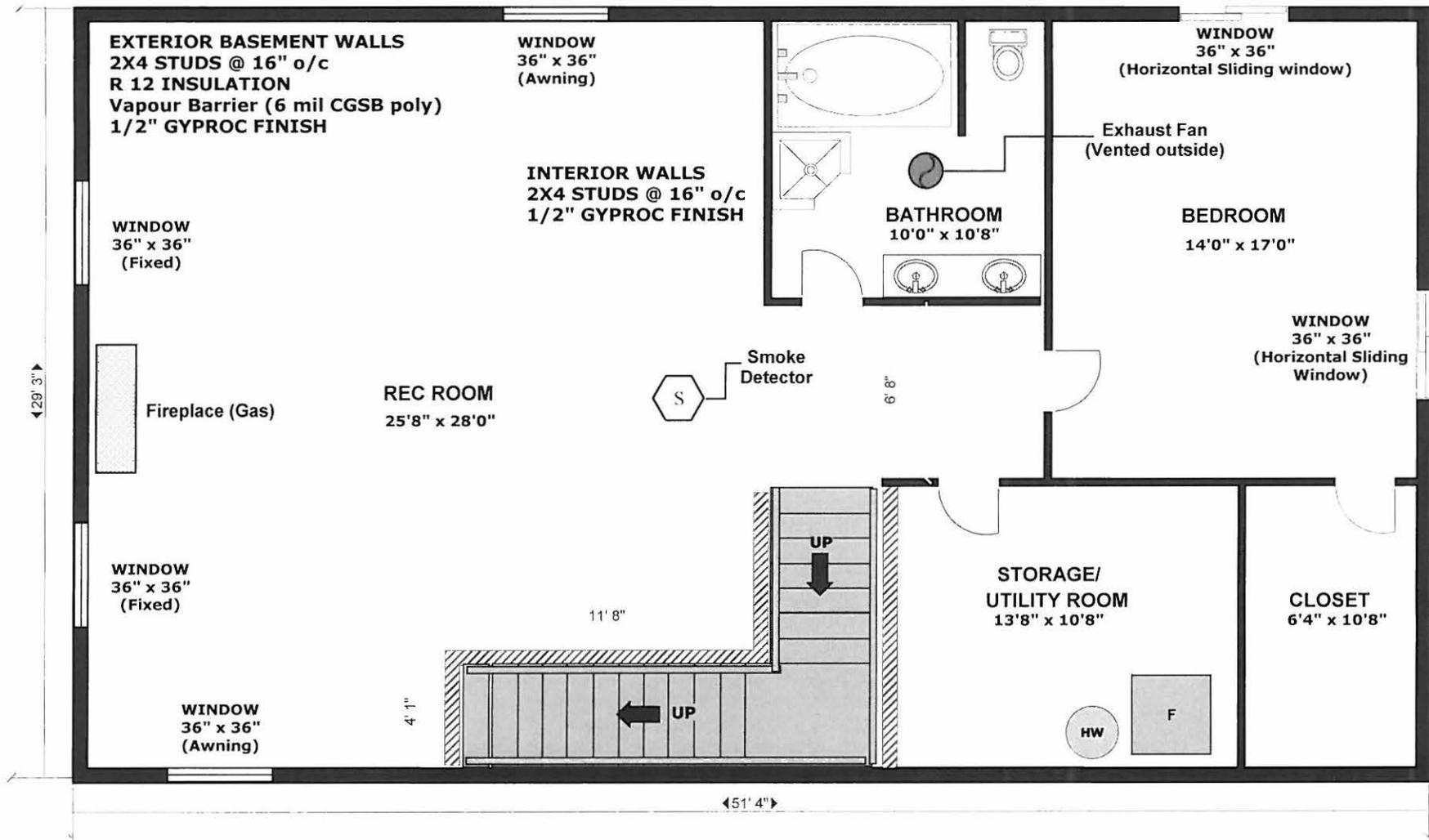
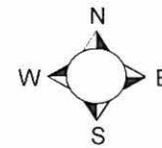
- Available online at www.rm.cormanpark.ca, under Planning and Development or;
- In person at the R.M. of Corman Park Administration Office.

➤ **A Floor Plan including the following:**

- North Arrow, indicating the orientation of the structure
- Details of any structural changes (ie. alterations to beams, floor joists, teleposts etc.)
- Use and dimensions of the proposed rooms
- Construction material of exterior basement walls and partition walls
- Smoke detector locations
- Location of bathroom facilities
- Location of bathroom ventilation and method (ie. exhausted outside, tied into home ventilation system, etc.)
- Window locations, dimensions and type (in particular bedroom windows) (ie. horizontal or vertical sliding, casement, awning, fixed etc.)
 - * Note: Each bedroom must have at least one window with an "opening" of at least 3.8 sq.ft. (0.35 m²). The opening cannot have any dimension less than 15" (380mm).
- If applicable, the location of any fireplace, and type (ie. natural gas, electric, wood-burning etc.)

Disclaimer: Basement Development – *Application guidelines for development of residential basements* is intended as an informational guide only and therefore, should not be given any legal status. The original bylaws, policies, regulations, etc. should be consulted for any official purposes.

John Smith - Basement Floor Plan (For Reference Purposes Only)



- NEW PARTITIONS
- EXISTING INTERIOR WALLS

Note: The drawings submitted do not have to be prepared by a professional however; they must include all the required information and must be legible. Additional information may be requested. **However**, if major structural alterations are involved, such as the altering or moving of beams or teleposts then these plans must be prepared or reviewed by a Professional Engineer (registered in the Province of Saskatchewan) and a report must be submitted at the time of permit.