



# DEVELOPING YOUR BASEMENT

Edmonton

All electrical and plumbing rough-ins must be inspected before they are covered or buried, and a final inspection must be done when your project is complete. To schedule inspections, call 311.

## BEFORE YOU START

Before any work can begin, you must submit a Residential Development & Building Application. With this application, one set of drawings is required which includes:

- site plan
- basement floor plan showing
  - floor to ceiling height of your basement
  - location of the stairs exiting the basement
  - location of smoke and carbon monoxide detectors (must be hard wired)
  - all planned heating and ventilation, and electrical changes
  - plumbing (only if you will be moving water lines, for insulation of new water lines, or if you must break concrete to access water lines)
- door sizes
- window sizes
- all construction materials that will be used

## PERMITS

### Development Permits

Required for:

- Changing window size/ location, exterior walls or size of your house
- Changing the use (i.e. developing a basement suite with a kitchen, bedroom, bathroom)
- Renovating to operate a business in your basement (ie: hairsalon)
- Adding a wetbar or other cooking facilities

### Building Permit

Required for:

- Building a bedroom or bathroom
- Structural work to beams, columns or windows
- A construction value over \$5,000 for your basement redevelopment

## MECHANICAL PERMITS

### Plumbing Permit

Required for:

- Installing or altering plumbing fixture drain lines
- Installing or altering water lines
- If the renovation only involves replacing existing fixtures, no permit is required

### Gas Permit

Required for:

- Installation of a new or secondary furnace, or any gas appliance
- The alteration to or the installation of a gas system

### Electrical Permit

Required for:

- Any new electrical work that may occur.
- If you live in a duplex, row house or condo, you will require a contractor permit to do any electrical work.

### Heating, Ventilation and Air Conditioning (HVAC) Permit

Required for:

- Any alterations that change the design of the systems

You must own the property to be able to apply for permits to develop a basement.

### Construction Value

Construction Value includes building components (all materials used in the construction of the building including all building services, electrical, fire alarm and detection systems, and fire protection equipment), plumbing components (fixtures, drainage system, venting systems, water systems or any part thereof), electrical components, and heating components (systems and equipment for heating, ventilating and air-conditioning).

*Note: This is a general guide.*

*Additional information may be required.*

*When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, 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.*

## CONTACT

311 or if outside of Edmonton 780.442.5311

### EDMONTON SERVICE CENTRE

2nd Floor, 10111 104 Avenue NW  
Edmonton, Alberta T5J 0J4

8:00 a.m. – 4:30 p.m. Monday - Friday