



Building Guide – Finishing Basement

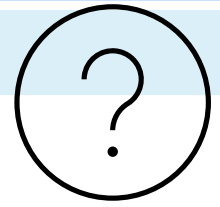
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Last Updated: February 26, 2026

General Information:



Do I need a permit to finish my basement?

Yes, a permit is required! This guide is provided for homeowners and/or contractors planning to finish a basement space in a residential dwelling. Basement apartments and other similar secondary suites are not addressed in this guide.

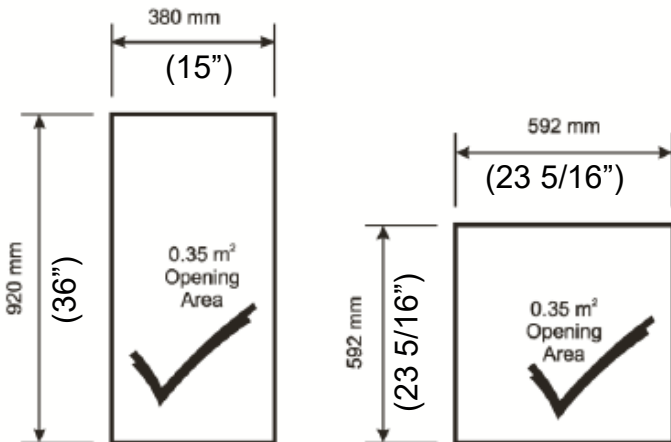
Do I need to submit a Septic Change of Use Application with my Building Permit Application?

If your project may reduce the performance level of the septic system that supports the dwelling you will need to submit a **Septic Change of Use Application**. The performance level of an existing dwelling unit may be reduced where proposed construction that,

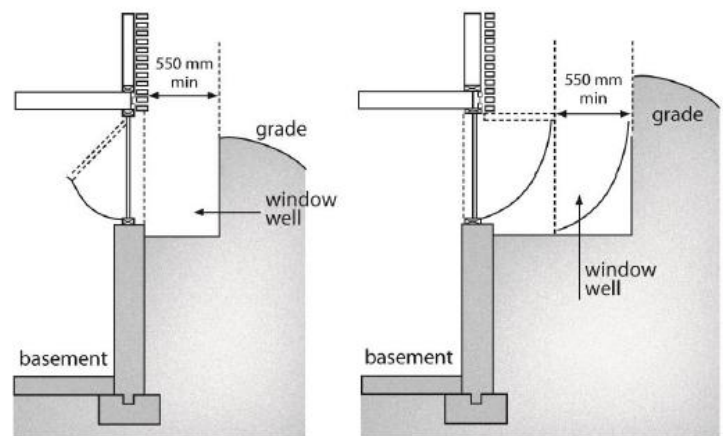
- a) Increase the number of bedrooms in your home.
- b) The planned addition is more than 15% of the original finished area of your home when the septic system was installed.
- c) Adding new plumbing fixtures to your home (e.g., a new bathroom).

Adding a bedroom.

An egress window will be required on the basement floor level unless there is a door directly to the exterior (walkout basement). The minimum size of an egress window is 0.35 m² (3.8 ft²) with no dimension less than 380 mm (15 in).

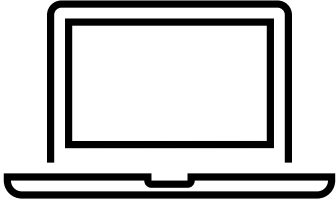


A-9.9.10.1.(1) Window Opening Dimensions



A-9.9.10.1.(3) Open into a Window Well

Online Submissions:



All permit applications are to be submitted online via our [Web Portal](#). Before you begin, please ensure that all required documents are complete and signed (as applicable). Scan each document separately and give it a recognizable file name and save it to your computer. For further assistance please see our [Digital Permit Submission Guide](#).

Permit Issuance:



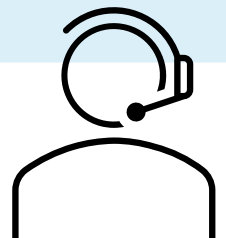
Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued. **Permit fees are payable upon issuance.**

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater

[Fees and Charges By-law.](#)

Scheduling Inspections:

After the permit has been issued it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the permit card provided at the time of issuance.



Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Ontario Building Code

Permit Submission Checklist:

1. Completed Building Permit Application:



- Application for a Permit to Construct or Demolish & Schedule 1: Designer information
- Septic Change of Use Application (if applicable)
- Septic Permit Application (if applicable)

2. Required Supporting Documents:

- Permit Drawings showing all materials & dimensions including:
 - Floor Plan(s); existing basement layout & proposed basement layout
 - All rooms and spaces labelled
 - Door and window sizes
 - Dimensions and areas
 - Finished ceiling height and clear height under beams, ducts, and bulkheads
 - Load bearing walls, beams, and columns
 - Smoke alarm and carbon monoxide alarm locations
 - Cross Section(s) for proposed wall construction
 - HVAC Details (indicated on floor plan **OR** separate document)
 - Furnace, Water heater, and HRV location
 - Supply air outlets and return air intakes locations
 - Exhaust fan(s) location and size
 - Plumbing
 - Bathroom rough-in
 - Plumbing fixtures
 - Access panels for cleanouts/shutoffs

SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:
FINISHED BASEMENT

DRAWING NAME:
EXISTING BASEMENT
FLOOR PLAN

DRAWINGS TO INCLUDE/SHOW
(IF APPLICABLE)

ROOMS & SPACES
-NAME/LABELS
-PARTITION WALLS
-DOOR SIZES (WxH)
-WINDOW SIZES (WxH) AND
GLASS AREA
-DIMENSIONS AND AREAS

STRUCTURAL
-LOAD BEARING WALLS, BEAMS,
COLUMNS
-JOIST SIZES, SPACING, AND
DIRECTION

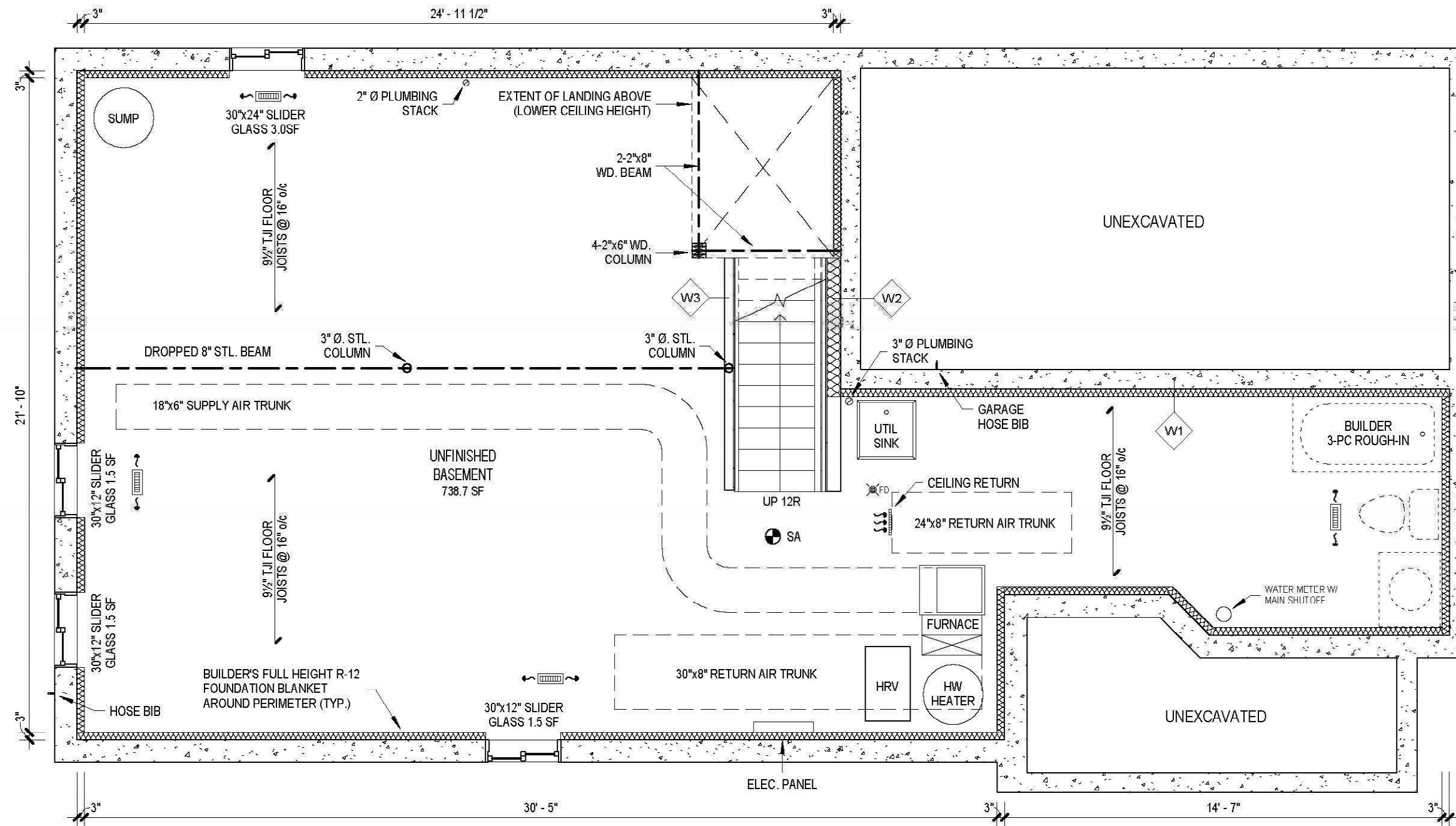
HVAC
-FURNACE, WATER HEATER AND
HRV
-SUPPLY AIR OUTLETS AND
RETURN AIR INTAKES
-EXHAUST FANS

PLUMBING
-BATHROOM ROUGH-IN
-PLUMBING FIXTURES
-SUMP PUMP
-ACCESS PANELS OFR
CLEANOUTS/SHUTOFFS

ELECTRICAL
-SMOKE AND CARBON
MONOXIDE ALARMS

GENERAL NOTES
-EXTERIOR INSULATION
-WALL/CEILING CONSTRUCTION
-LEGEND OF SYMBOLS USED

DESIGNER:	
PROJECT ADDRESS:	
SHEET SIZE: 11" X 17"	SHEET NO.
DATE: JANUARY 2026	B-1
SCALE: AS INDICATED	



1 EXISTING BASEMENT FLOOR PLAN
B-1 1/4" = 1'-0"

LEGEND

- EXISTING CONSTRUCTION (BLACK)
- BEAM
- DUCTWORK
- LOW CEILING/BULKHEAD
- INTERCONNECTED SMOKE ALARM
- FLOOR DRAIN
- 4"x10" SUPPLY OUTLET (CEILING MOUNTED)
- RETURN AIR INTAKE

WALL/CEILING SCHEDULE

- EXT. INSULATED WALL (TYP.)**
 - 9" CONC. FDN WALL
 - R12 FOUNDATION BLANKET
 - BATT INSULATION C/W 6 MIL POLY VAPOUR BARRIER
- EXT. STUD INSULATED WALL (TYP.)**
 - EXISTING 9" FDN WALL
 - 2"x6"@16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE
 - R12 BATT INSULATION
 - 6 MIL POLY VAPOUR BARRIER
 - 1/2" GYPSUM
- INT. PARTITION WALL (TYP.)**
 - 2"x4" OR 2"x6" @16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE
 - 1/2" GYPSUM

SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:
FINISHED BASEMENT

DRAWING NAME:
PROPOSED BASEMENT FLOOR PLAN

DRAWINGS TO INCLUDE/SHOW
(IF APPLICABLE)

ROOMS & SPACES
-NAME/LABELS
-PARTITION WALLS
-DOOR SIZES (WxH)
-WINDOW SIZES (WxH) AND GLASS AREA
-DIMENSIONS AND AREAS

STRUCTURAL
-LOAD BEARING WALLS, BEAMS, COLUMNS
-JOIST SIZES, SPACING, AND DIRECTION

HVAC
-FURNACE, WATER HEATER AND HRV
-SUPPLY AIR OUTLETS AND RETURN AIR INTAKES
-EXHAUST FANS

PLUMBING
-BATHROOM ROUGH-IN
-PLUMBING FIXTURES
-SUMP PUMP
-ACCESS PANELS OFR CLEANOUTS/SHUTOFFS

ELECTRICAL
-SMOKE AND CARBON MONOXIDE ALARMS

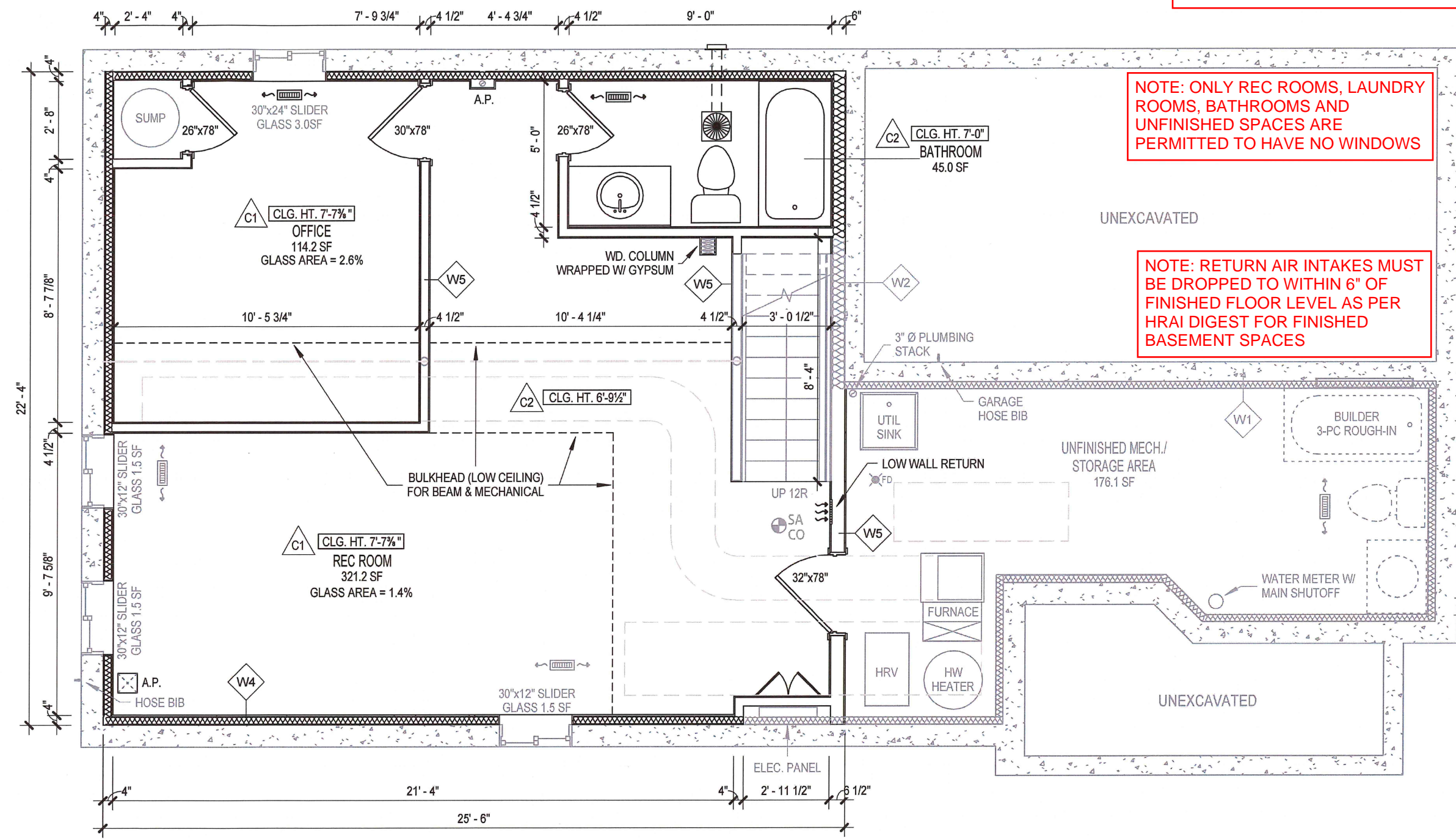
GENERAL NOTES
-EXTERIOR INSULATION
-WALL/CEILING CONSTRUCTION
-LEGEND OF SYMBOLS USED

DESIGNER:	
PROJECT ADDRESS:	
SHEET SIZE: 11" X 17"	SHEET NO.
DATE: JANUARY 2026	B-2
SCALE: AS INDICATED	

NOTE: CARBON MONOXIDE ALARMS ARE NOW REQUIRED ON ALL FLOOR LEVELS IN A HOUSE AS PER THE ONTARIO FIRE CODE

NOTE: ONLY REC ROOMS, LAUNDRY ROOMS, BATHROOMS AND UNFINISHED SPACES ARE PERMITTED TO HAVE NO WINDOWS

NOTE: RETURN AIR INTAKES MUST BE DROPPED TO WITHIN 6" OF FINISHED FLOOR LEVEL AS PER HRAI DIGEST FOR FINISHED BASEMENT SPACES



1 PROPOSED BASEMENT FLOOR PLAN
B-2 1/4" = 1'-0"

WALL/CEILING SCHEDULE

<p>W4 EXT. STUD INSULATED WALL (TYP.)</p> <ul style="list-style-type: none"> - EXISTING 9" CONC. FDN WALL - MOISTURE BARRIER - 2"x4"@16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE - R12 BATT INSULATION - 6 MIL POLY VAPOUR BARRIER - 1/2" GYPSUM 	<p>W5 INT. PARTITION WALL (TYP.)</p> <ul style="list-style-type: none"> - 1/2" GYPSUM - 2"x4" OR 2"x6" @16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE - SOUND INSULATION (OPTIONAL) - 1/2" GYPSUM 	<p>C1 FULL HEIGHT CEILING</p> <ul style="list-style-type: none"> - EXISTING WOOD I-JOISTS - SOUND INSULATION (OPTIONAL) - 1/2" GYPSUM 	<p>C2 LOWERED CEILING</p> <ul style="list-style-type: none"> - 2"x4"@16" o/c CEILING JOISTS - SOUND INSULATION (OPTIONAL) - 1/2" GYPSUM
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LEGEND

	EXISTING CONSTRUCTION (GRAY)		BEAM
	NEW CONSTRUCTION (BLACK)		DUCTWORK
A.P.	ACCESS PANEL		FLOOR DRAIN
SA CO	INTERCONNECTED SMOKE & CO ALARM		4"x10" SUPPLY OUTLET (CEILING MOUNTED)
	MIN 50 CFM EXHAUST FAN DUCTED DIRECTLY OUTSIDE (INSULATED 5" DUCT)		RETURN AIR INTAKE

MINIMUM HEIGHT IN BASEMENT 2100 mm (6'11") EXCEPT UNDER DUCTS AND BEAMS 1950 mm (6' 5") PERMITTED

SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:
FINISHED BASEMENT

DRAWING NAME:
ADDITIONAL CROSS SECTIONS

DRAWINGS TO INCLUDE/SHOW
(IF APPLICABLE)

ROOMS & SPACES
-NAME/LABELS
-PARTITION WALLS
-DOOR SIZES (WxH)
-WINDOW SIZES (WxH) AND GLASS AREA
-DIMENSIONS AND AREAS

STRUCTURAL
-LOAD BEARING WALLS, BEAMS, COLUMNS
-JOIST SIZES, SPACING, AND DIRECTION

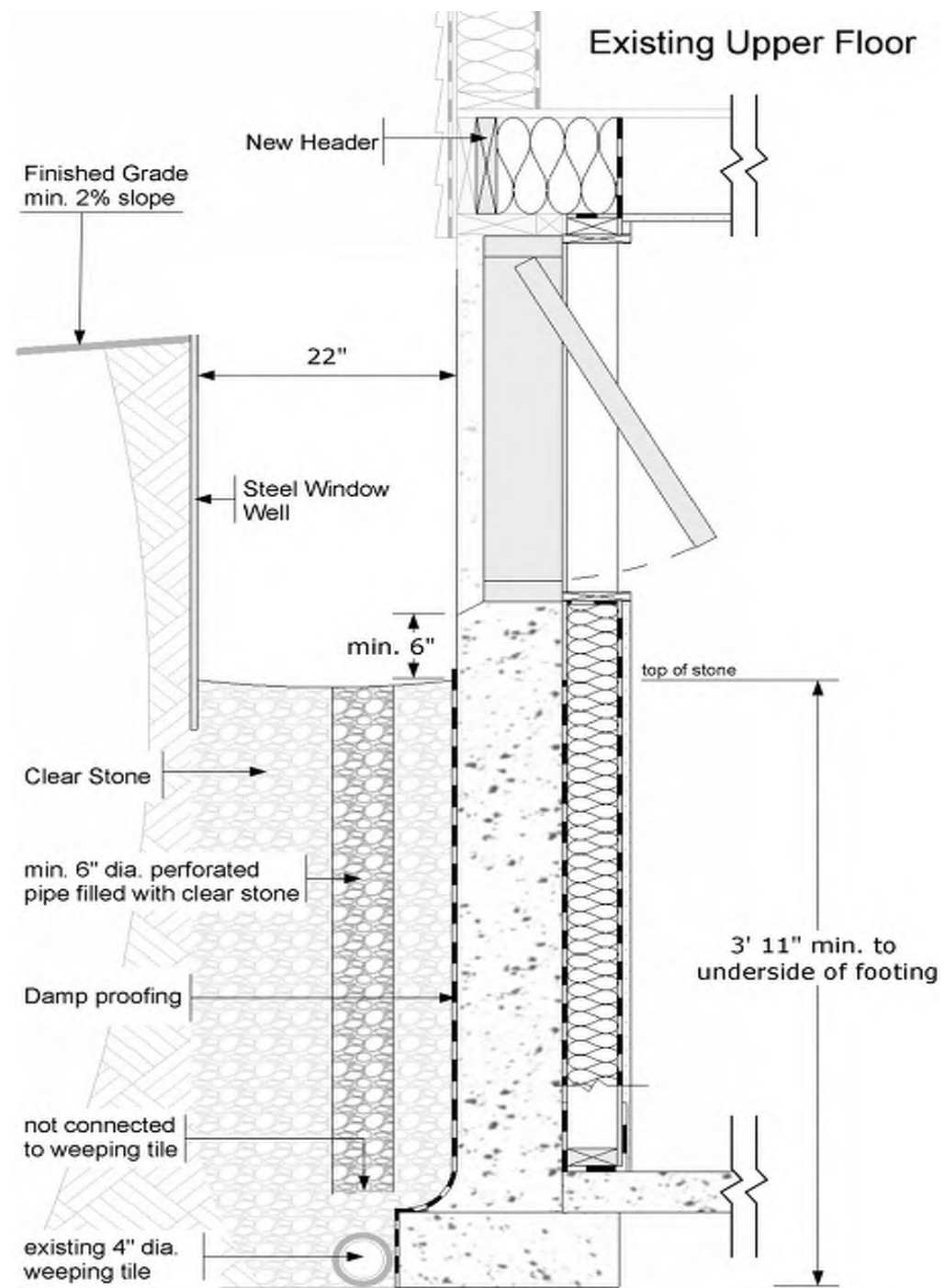
HVAC
-FURNACE, WATER HEATER AND HRV
-SUPPLY AIR OUTLETS AND RETURN AIR INTAKES
-EXHAUST FANS

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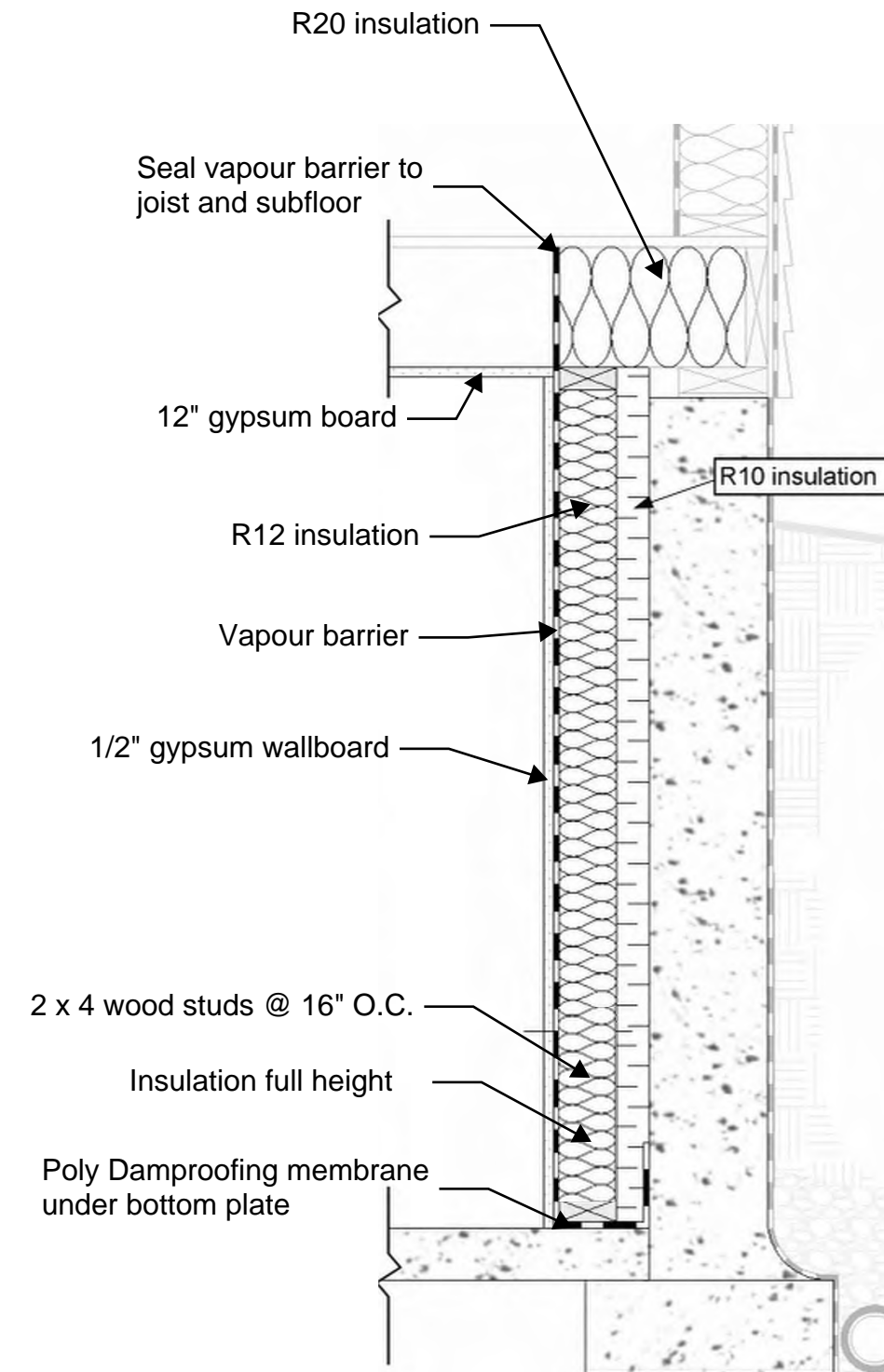
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-SMOKE AND CARBON MONOXIDE ALARMS

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NEW WINDOW EXAMPLE



R20 FOUNDATION BLANKET ALTERNATIVE DETAIL

Note: Existing exterior insulation may be maintained. Studs may be placed in front of existing blanket insulation. Where existing insulation is modified the new assembly must meet or exceed the current effective insulation value of the wall