

Basement Finishing Permit Checklist

Acadia Drafting Ontario 2026

Quick reference

- 1 Confirm minimum ceiling height**
1.95 m clear in living spaces, 1.85 m under beams. Underpin if shorter.
- 2 Plan egress windows for every bedroom**
Minimum 0.35 sq m unobstructed opening, 380 mm minimum dimension.
- 3 Locate smoke alarms on the ceiling**
One per bedroom, one in each common area, interconnected.
- 4 Add a CO alarm on every level**
Required by Ontario law if there is a fuel-burning appliance or attached garage.
- 5 Plan fire separation if adding a second unit**
30-minute fire-rated assemblies between the two units, including walls and ceilings.
- 6 Pull an electrical permit through ESA**
Electrical work in Ontario goes through the Electrical Safety Authority, not the city.
- 7 Insulate exterior walls and slab perimeter**
Vapour barrier on the warm side. SB-12 prescriptive path is the easiest to document.
- 8 Schedule the framing inspection before drywall**
Inspector must see studs, services, and insulation before they are covered.

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