

Basement Development Playbook

A Step-by-Step Homeowner Guide (Planning to Final Inspection)

STEP 1: Planning, Drawings & Permits

Hire an architect or qualified designer to prepare basement drawings and submit permit applications.

Missing details in permit applications often cause delays, rejections, and added costs.

Recommendation: Professional drawings usually save time and money overall.

Once permits are approved, start booking electrical, HVAC, and plumbing trades early.

STEP 2: Smart Cost-Saving Before You Build

You can save money by purchasing framing lumber yourself.

Schedule material delivery for the same day framing begins.

Hire a framer for labour only to avoid material markups.

STEP 3: Egress Windows & Fire Safety

Confirm all bedroom windows meet egress requirements.

Verify window sizes, sill heights, and fire separation rules.

This step affects inspections, safety, insurance, and legal suite compliance.

STEP 4: Framing the Basement

Frame all walls, door openings, and bulkheads according to approved drawings.

Book and pass the framing inspection before moving forward.

STEP 5: HVAC Rough-In

Install supply vents, return air, bathroom exhausts, and fresh air requirements.

Using one company for HVAC and plumbing can reduce coordination issues.

STEP 6: Plumbing Rough-In

Install drain lines, venting, and water supply lines.

Book plumbing inspection and correct any deficiencies immediately.

STEP 7: Electrical Rough-In

Install wiring, outlets, switches, lighting boxes, and smoke/CO detectors.

Book and pass the electrical rough-in inspection.

IMPORTANT WARNING: Do not use unlicensed trades or homeowner permits for electrical, plumbing, or HVAC. This exposes you to liability, insurance issues, and resale problems.

STEP 8: Inspections & Corrections

Ensure framing, HVAC, plumbing, and electrical inspections have passed.

Correct all deficiencies before proceeding.

STEP 9: Insulation & Vapour Barrier

Insulate exterior walls and install vapour barrier.

Add soundproofing and fire separation where required.

Book insulation inspection before drywall.

STEP 10: Drywall, Taping & Texture

Install drywall after insulation approval.

Hire one drywall contractor to handle install, taping, and texture to reduce stress.

STEP 11: Priming & Painting

Prime and paint all walls and ceilings once drywall is complete.

STEP 12: Flooring Installation

Install flooring after painting and before finish carpentry.

You may supply flooring yourself or use a supplier with installer.

STEP 13: Cabinet Measurements & Installation

Cabinets should be measured after drywall, paint, and flooring.

This avoids costly mistakes.

STEP 14: Finish Carpentry

Install doors, casing, baseboards, shelving, and final trim.

STEP 15: Final Fixtures & Inspections

Trades return to install fixtures, vents, and final components.

Book final building, electrical, and plumbing inspections.

Ensure all permits are properly closed.

Quick Basement Development Checklist

- Permits approved
- Trades booked
- Framing inspected
- HVAC, plumbing, electrical inspected
- Insulation approved
- Drywall completed
- Flooring installed
- Cabinets installed
- Finish carpentry completed
- Fixtures installed
- Final inspections passed
- Permits closed

Ultron Services – General Contractor

Phone: 587-600-3129