

TOWN OF COCHRANE

Building Safety Codes

101 RancheHouse Rd.
Cochrane, AB T4C 2K8
Phone: 403-851-2572 Fax: 403-932-2935
Email: safety.codes@cochrane.ca



Fields marked with an * are required

Homeowner Basement Development Application

OWNER INFORMATION

Owner Name*	Phone*
Mailing Address*	Email*
City & Postal Code*	Additional Information if required: Sq.Ft *
Project Address*	
Existing <i>Concealed Work</i> If "Yes" see the concealed work process	Estimated Construction Value

Check which permits you wish to obtain:

Building Permit (Permit fee \$0.25/sqft) – Framing new walls, for bedroom, bathroom, office space and relevant HVAC work.

Electrical Permit (Permit fee \$94.50) – Install new wiring, switches, plugs and lighting. Will the electrical materials cost more than \$2500? OR less than \$2500?

Plumbing Permit (Permit fee \$94.50) - Installing fixtures to existing plumbing rough-in AND/OR Installing new drain lines for additional fixtures. How many fixtures in the basement? More than 5 OR Less than 5

Concealed Work - Any work (electrical, plumbing,HVAC) that was installed without permits and is now covered by drywall

APPLICANT DECLARATION I hereby declare that I am the owner/agent submitting this application and that this basement will not be used as a secondary suite, in-law suite, mother-in-law suite, or any other form of self-contained dwelling unit. I further certify that all construction will be completed in accordance with the Alberta Safety Codes Act and applicable Regulations, that construction will commence within 90 days, and that I understand homeowner permits are to be completed within 365 days.

I have read and understand the applicant
declaration *

Applicant Name(Print)

Application Date(mm,dd,yyyy)

Please see our website for additional information regarding Basement Developments

The personal information collected through the permit application will be used to process your application. The information relates directly to and is necessary for the operation of the program or activity applied for and may be input into an automated system to generate content or make decisions, recommendations, or predictions. This information is collected and used under the authority of Section 4(c) of the Protection of Privacy Act and managed in accordance with the Act. For questions about the collection of personal information, please contact ATI@cochrane.ca.

The Alberta Safety Codes Act requires that a permit be obtained prior to beginning construction. Failure to obtain permits may result in the applicant being charged a double fee.

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Fire Safety Plan

THIS PLAN MUST BE POSTED ONSITE AND OCCUPANTS/EMPLOYEES ARE EXPECTED TO BE TRAINED IN HOW TO FOLLOW ITS PROVISIONS

Address:

Description of Project: **Basement Development**

Contact Personnel:

Phone #:

Specific Considerations:

- Fire extinguisher(s) will be available at all times during the progress of the construction
- Access to fire hydrants and buildings for fire apparatus must be maintained

Emergency Response Numbers: FIRE/POLICE/AMBULANCE: 9-1-1

General Considerations:

- A WARNING SYSTEM will be in place to warn of potential threats, and facilitate evacuation (yelling, ringing of a bell or horn, etc.)
- EVACUATE via the nearest exit if you are warned of a fire
- PROCEED to the main entrance (outside) and report to the Fire Department
- FIGHT the fire ONLY if it is small and you are NOT ALONE

Hazards Control:

- At the end of each day combustible refuse will be cleared from the site area and disposed of in bins or stored in neat piles. Unused construction material will be kept neat and orderly.
- No open-flame devices will be used inside buildings unless a dedicated watch is in place
- Liquid Propane Tanks or flammable liquids containers are not allowed within buildings

This Fire Safety Plan is designed in conformance with and is a requirement of Division B, Section 2.8.2 of the National Fire Code, and on signature, becomes an agreement between the building owner/contractor and the Town of Cochrane Fire department.

I have read and understand the above

Building Owner/Contractor Name:

Date:

TOWN OF COCHRANE

101 RancheHouse Rd.
Cochrane, AB T4C 2K8
P: 403-851-2500 F: 403-932-6032
www.cochrane.ca



Homeowner Basement Developments

Submission requirements: (emailed to safety.codes@cochrane.ca)

1. Completed permit application form and Fire Safety Plan to be filled out by owner.
2. Floor plan/layout indicating area of development, use of each room, showing all dimensions, and window/door locations.

Basic building code requirements:

- Each bedroom or combination bedroom shall be provided with at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware. The window shall provide an unobstructed opening of not less than 0.35m² (3.8 ft² OR 547 in²) with no dimension of the opening less than 380mm (15"). The required opening shall be maintained in an emergency without the need for additional support (awning type windows that must be latched or propped open do not comply).
- If the bedroom window opens into a window well, a clearance of 760mm (30") must be maintained in front of the window.
- Smoke alarm must be installed in each bedroom, and in a location between the remainder of the basement and the bedroom. If the bedroom are served by a hallway the alarm is to be located in the hallway.
- Carbon monoxide (CO) alarms can be installed in each bedroom or outside each bedroom within 5m (16.4') of each bedroom door, measured following corridors and doorways.
- Handrails shall be installed at all stairs with 3 or more riser and must be continually graspable along their entire length with no obstruction on or above them to break a handhold expect at newel posts.
- The furnace room/mechanical room door must be at least 810mm (32").
- Adequate supply and return air ducts/plenums to be provided throughout.
- Other building code requirements may apply.

See homeowner electrical wiring guide (pages 2-12)



SAFETY CODES

Information Toolkit – Common Basement Electrical Requirements

Updated January 15, 2026

Common Basement Electrical Requirements & Missing Items

Below are the code rules taken from the Canadian Electrical Code 2018, 24 Edition.

26-706 Tamper-resistant receptacles (Tamper Resistant plug-ins)

1) All receptacles of CSA configuration 5-15R and 5-20R installed in the following locations shall be tamper-resistant receptacles and shall be so marked:

tamper-resistant receptacles and shall be so marked:

- a) child-care facilities.
 - b) guest rooms and suites of hotels and motels.
 - c) preschools and elementary education facilities; or
 - d) dwelling units.**
- 1) Notwithstanding Subrule
- a) receptacles dedicated for stationary appliances such that the receptacle is rendered inaccessible and receptacles located above 2 m from the floor or finished grade shall not be required to be tamper resistant.

26-656 Arc fault protection of branch circuits for dwelling units (AFCI Protection)

Arc-fault protection of branch circuits for **dwelling units** shall meet the following requirements:

- 1) Each branch circuit supplying 125 V receptacles rated 20 A or less shall be protected by a **combination-type arc-fault circuit interrupter**, except for branch circuits supplying
- a) receptacles installed in accordance with
 - i) Rule 26-720 f), provided that no other receptacles are connected to these circuits; or
 - ii) Rule 26-724 d) i), iii), iv), and v); **(The exempt items for i & ii are the receptacle in the bathroom, the fridge receptacle(main kitchen only), the counter receptacles(main kitchen only), and the peninsula receptacle)** and
 - b) a single receptacle for a sump pump where:
 - i) the receptacle is labelled in a conspicuous, legible, and permanent manner identifying it as a sump pump receptacle; and
 - ii) the branch circuit does not supply any other receptacles.

****In the basement the lighting circuit and the bathroom circuit do not need to be Arc-Fault protected.**

- 2) Notwithstanding Subrule 1), the entire branch circuit need not be provided with arc-fault protection where:
- a) an outlet branch-circuit-type arc-fault circuit interrupter is installed at the first outlet on the branch circuit; and
 - b) the wiring method for the portion of the branch circuit between the branch circuit overcurrent device and the first outlet consist of metal raceway, armoured cable, or non-metallic conduit or tubing.

NOTE: Generally speaking, most of the receptacles located in your basement will need to be Arc-Fault protected. The lighting circuits do not require to be Arc-Fault protected.

You have options.... Depending on the age of your electrical panel, there may not be combination arc-fault breakers available for the panel. You can add a sub-panel with new combination arc-fault breakers, **or** you can add "Dead-Front"/ (flat face) Outlet Branch Circuit Arc-fault device(s) next to the existing panel and then feed the existing circuit(s) from these branch circuit arc-fault flat face devices. Rule 26-656 #2 (a) above allows this if you use armoured cable (BX) from the exiting panel to the new flat face devices.

26-704 Protection of receptacles by a ground fault circuit interrupter of the Class A type (GFCI Protection for kitchen counter receptacles)

Receptacles having CSA configuration 5-15R or 5-20R installed within 1.5 m of sinks (wash basins complete with a drainpipe), bathtubs, or shower stalls shall be protected by a ground fault circuit interrupter of the Class A type, except where the receptacle is:

- a) intended for a stationary appliance designated for the location; and
- b) located behind the stationary appliance such that it is inaccessible for use with general-purpose portable appliances.

(Kitchen counter receptacles location within 5 feet of the kitchen sink requires GFCI protection, the exception would be a receptacle located behind a fridge or a specific location in which a microwave sits off the counter on a shelf. Receptacles located in bathrooms or washrooms must also be GFCI protected).

32-200 Installation of smoke alarms and carbon monoxide alarms in dwelling units

The following requirements shall apply to the installation of permanently connected smoke alarms and carbon monoxide alarms in dwelling units:

- a) except as permitted by Item e), smoke alarms and carbon monoxide alarms shall be supplied from a lighting circuit, or from a circuit that supplies a mix of lighting and receptacles, and in any case shall not be installed where the circuit is protected by a ground fault circuit interrupter or arc-fault circuit interrupter; ***(See rule (e) below, if your smoke alarm and carbon monoxide alarm have battery back-up, they can be connected to a circuit protected by AFCI)***
- b) there shall be no disconnecting means between the smoke alarm or the carbon monoxide alarm and the overcurrent device for the branch circuit;
- c) the wiring method for smoke alarms and carbon monoxide alarms, including any interconnection of units and their associated equipment, shall be in accordance with Rules 32-100 and 32-102; notwithstanding Item c), where a smoke alarm or carbon monoxide alarm circuit utilizes a Class 2 power supply for the interconnection of the smoke alarms and carbon monoxide alarms and their associated equipment, Class 2 wiring methods shall be permitted in buildings of combustible construction, provided that the conductors are installed in accordance with Rules 12-506 to 12-524; and
- e) where a smoke alarm or a device that is a combination of a smoke alarm and a carbon monoxide alarm has an integral battery as a secondary supply source, such a smoke alarm or combination of a smoke alarm and carbon monoxide alarm shall be permitted to be connected to a circuit protected by a ground fault circuit interrupter or arc-fault circuit interrupter.

Box Fill Guidelines:

The maximum number of conductors allowed in outlet boxes.

** Where a box contains a dimmer switch or a GFCI outlet, deduct an additional wire for each.

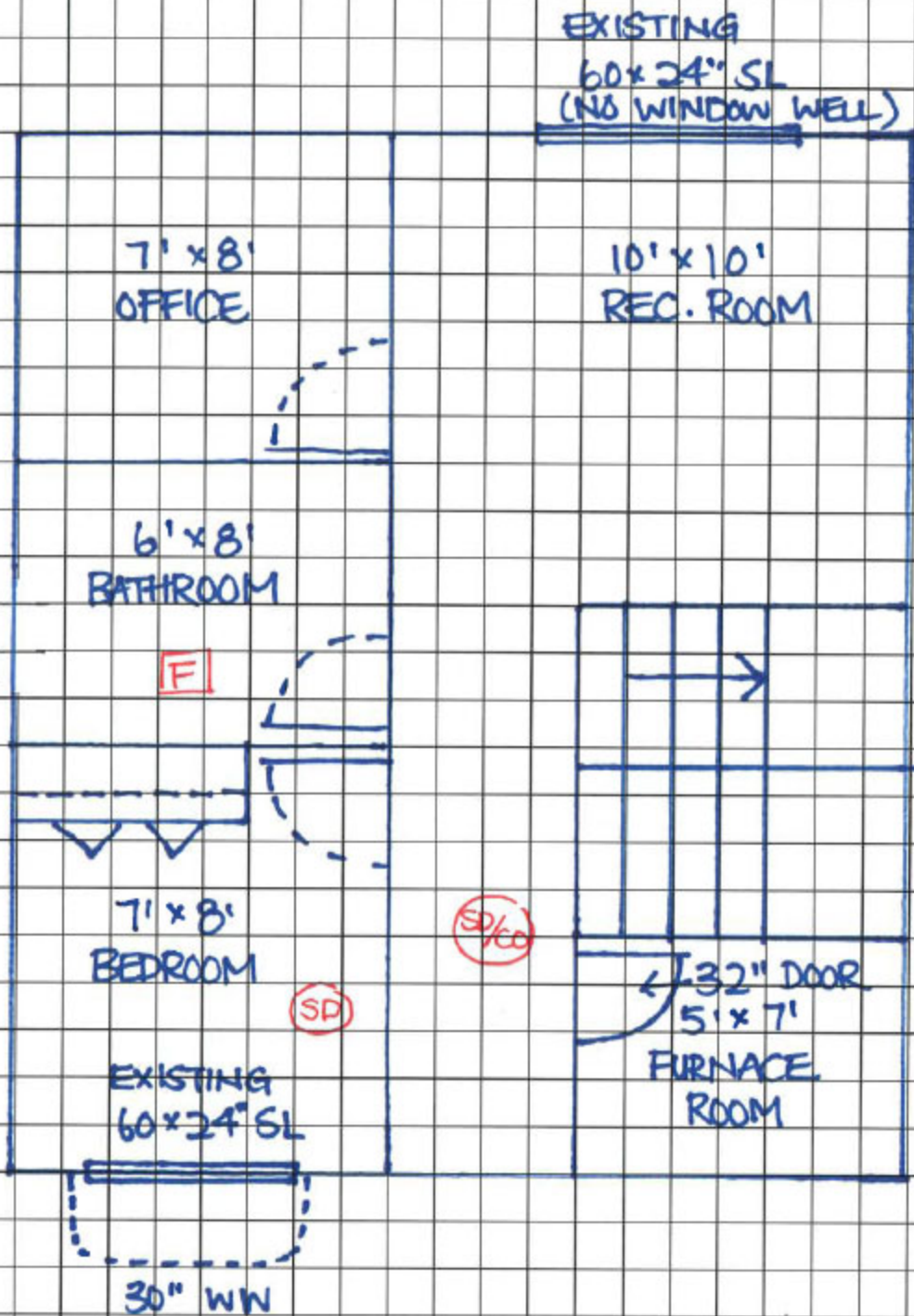
Box type	Dimensions H x W x D	Box Volume Milliliters	Number of #14 AWG wires (Black, white wires)
Octagon (Light)	4 x 1-1/2 deep	245ml	9 wires with 3 wire nuts
	3 x 2 x 2-1/8 deep	344ml	13 wires with 3 wire nuts
Plug or switch (Device)	3 x 2 x 2 deep	163ml	3 wires with 3 wire nuts and 1 device **
	3 x 2 x 2-1/2 deep	204ml	5 wires with 3 wire nuts and 1 device **
	3 x 2 x 3 deep	245ml	7 wires with 3 wire nuts and 1 device **
	2 gang 2-1/2 deep	409ml	11 wires with 3 wire nuts and 2 devices **
	2 gang 3" deep	491ml	15 wires with 3 wire nuts and 3 devices **
	3 gang 2-1/2 deep	614ml	18 wires with 3 wire nuts and 3 devices **
Plug or switch (Device)	4 x 1-1/2	344ml	14 wires. Deduct for wire nuts.
	4 x 2-1/8	491ml	20 wires. Deduct for wire nuts.

electrical.codes@cochrane.ca

Cochrane

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123 45 ST NW - BASEMENT PLAN - 540 SQ. FT

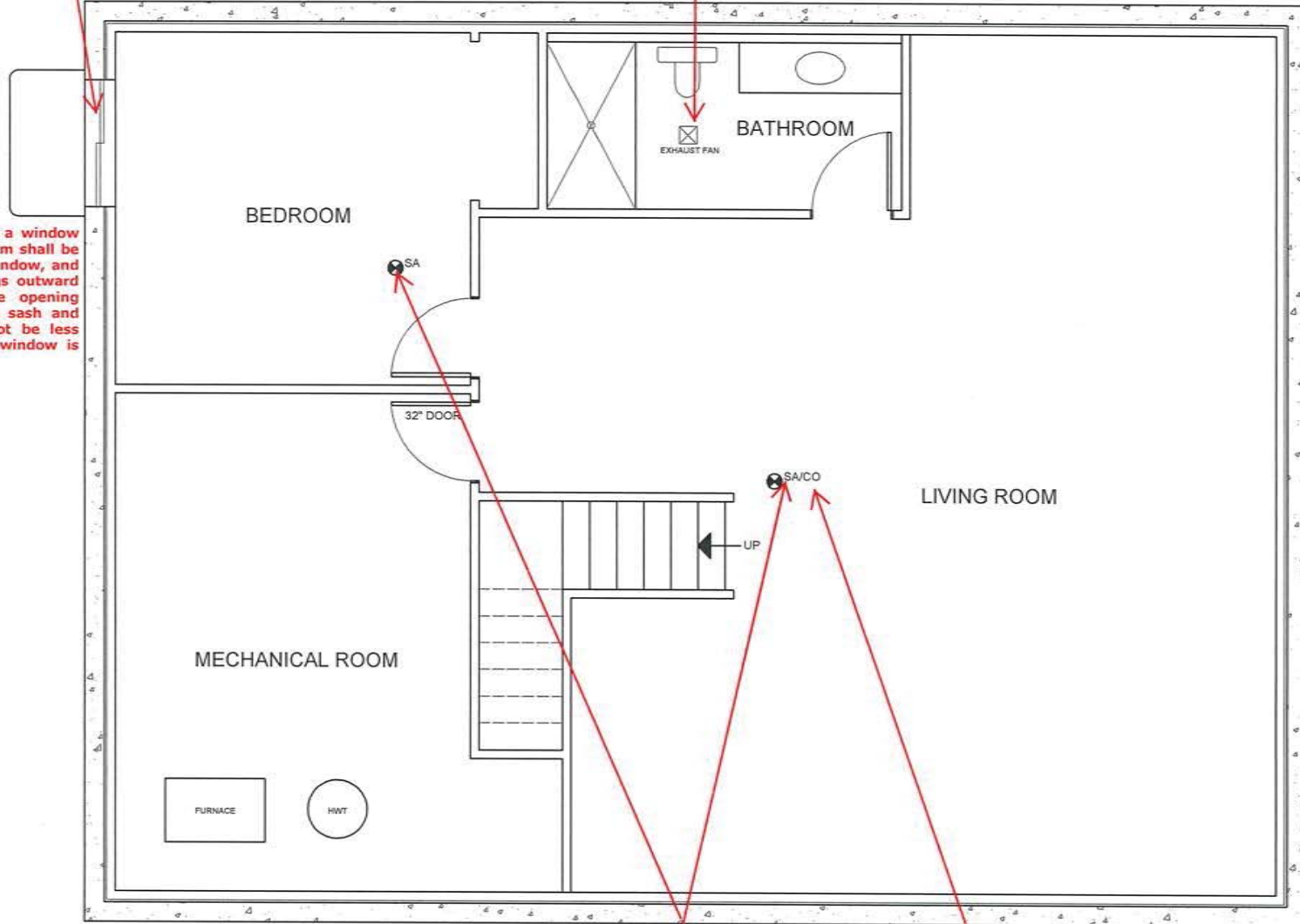


SCALE: 1 SQUARE = 1 FT

Each bedroom or combination bedroom shall be provided with at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware. The window shall provide an unobstructed opening of not less than .35m (3.8 sq.ft. or 547 sq. inches) with no dimension of the opening less than 380mm (15"), and maintain the required opening during an emergency without the need for additional support.

All bathrooms shall be equipped with a fan vented to the exterior of the building.

If the window opens into a window well, a clearance of 760 mm shall be provided in front of the window, and if the window sash swings outward into a window well the opening between the front of the sash and the window well shall not be less than 760mm when the window is fully open.



Within dwelling units smoke alarms shall be installed in each sleeping room, and in a location between the remainder of the basement and the sleeping rooms and if the sleeping rooms are served by a hallway the alarm is to be located in the hallway.

Carbon monoxide (CO) alarms shall be installed in each bedroom or outside each bedroom within 5 m of each bedroom door, measured following corridors and doorways.