

Finished Basement Requirements

1. Complete application. Application MUST be signed by the homeowner or Agent.
2. Submit two (2) complete sets of drawings to scale. Include floor plan showing what each room will be used for.
3. Smoke detectors must be installed.
4. Carbon Monoxide Alarms: 2009 IRC, R315.1 for new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages. R315.2 where work requiring a permit occurs in existing dwellings that have attached garages or in existing dwellings within which fuel-fired appliances exist, carbon monoxide alarms shall be provided in accordance with Section R315.1.
5. Show second means of egress to the outside by either an access window or door. Include the size of the window or door, 5.7 square feet minimum.
6. Fire stopping shall be installed where required. Horizontal fire blocking is needed in the ceiling joist of all unfinished areas, like mechanical and storage rooms with unfinished ceilings. All concealed spaces created by new walls shall be fire stopped.
7. Stairway detail showing the rise and tread size, 8 ¼ " - 9" max.
8. A railing detail showing the height of the handrail, 34" – 38" and the distance between spindles, less than 4" for guards and 4 3/8" for stairway railings.
9. Access or access panels shall be provided for all plumbing cleanouts, water shut-offs and electrical panels.
10. Illuminated 3-way switched at the top and bottom of stairs are required.
11. ½" gypsum board is required under stairways when they are enclosed.
12. Ceiling height must be shown on plans.
13. Air exchange grills 12" from floor and 12" from ceiling or a louvered door must be provided when mechanical equipment is enclosed.
14. Plumbing - detailed plumbing riser diagram must be supplied showing pipe size, length of runs, distance to vent and water feed plan. Show location of fixtures, ejector pump; indicating the shut off valve, check valve and vent to exterior.
15. Electrical – provide electrical plans indicating the location of all receptacle outlets, lighting fixtures, smoke detectors and electrical panels.

16. Sprinkler System – if the home is equipped with a fire sprinkler system show the placement of the sprinkler heads on the floor plan.

17. Mechanical – HVAC plans and calculations for the new habitable space or a letter from HVAC Company, on letterhead, stating existing system is adequate to heat the extra square footage of basement space.