

Permit Submittal Checklist : Basement Finish

Building permits are required if you finish an area in your basement. Finishing an area in your basement includes such things as construction, moving, and/or altering a wall; installing a wall surface on existing exposed studs; and installing a ceiling surface. Additional permits are required if any electrical, ductwork, fire place, plumbing or gas piping work is being performed.

Building permit fees are based on the square footage of the area to be finished, and are designed to cover the cost of the plan review and the field inspections that will be performed during construction.

Required Inspections:

Please check your inspection record for the actual required inspections on your project.

Plumbing (if applicable) –new or altered under ground plumbing pipes must be inspected before covering with dirt or concrete, above ground vent and waste pipes must be inspected and air tested (if possible) before wall covering is applied.

*Plumbing permit is required if a bathroom or wet bar is added or being finished.

Heating/Mechanical (if applicable) – ducts and pipes used to convey the source of heat throughout the finished area must be accessible and exposed.

*Heating/Mechanical permits are required for the installation of a fireplace or other type of heating appliance.

Electrical: Rough-In – must be inspected before insulation, sheet-rock, paneling, or other materials cover any wiring. Underground wiring must be inspected before the trench is back-filled. Except for the final connection to switches, receptacles, and lighting fixtures, all ground wires and other wires in boxes must be spiced and pigtailed for the rough-in inspection.

Framing – after the interior partitions, any fire blocking and bracing are in place, ductwork and plumbing systems are in place, and the rough- in electrical inspection has been approved.

Insulation – when the insulation and vapor barrier are in place

Electrical: Final – must be inspected when the electrical work is completed prior to the wiring being utilized and the space occupied. This must be done before the basement final inspection can be performed.

Final – when all life safety items are complete, including smoke detectors, electrical, mechanical, and plumbing.

Submittal Information:

To help expedite the permit process, please ensure that all the following information is submitted at the time of your application.

Building Permit Application Form including:

- Date
- Site Address
- Owner
- Owner Address
- Telephone Number
- Contractor Information (INCLUDING LICENSE #)
- Description of work being performed
- Valuation of work being performed
- Signature of applicant

Two (2) copies of plans drawn to scale showing proposed design including:

- Proposed floor plan design including dimensions
- Existing floor plan overview
- List what construction materials are to be used
- Indicate where the listed construction materials will be located
- Describe the plumbing fixtures to be used
- Show the location of plumbing fixtures
- Describe any changes to existing heating and ventilation and air conditioning to be used
- Show the location of any changes to heating and ventilation
- Label all rooms

Fill in Combustion Air/Make-Up Air Worksheet (attached)

Supplement to Basement Finish Application (attached)

After you have all above items organized you may submit your application packet to City Hall. Please make sure all listed items are included and marked on your submittal documents, this helps to ensure effective and timely turnaround time.

Basement Final Checklist:

- Is the permit package onsite and available?
- Must provide unobstructed headroom of 7 feet in habitable spaces, kitchens, halls, bathrooms, toilet compartments, laundry rooms and basements.
- Foundation plates or sills resting on concrete slabs shall be treated wood or foundation grade redwood.
- Adequately secure sill-sole plates to floor.
- Fire blocking is in place
- If Fire place was installed make sure shut off valve and unit are within 6' of each other
- Under Stairs: when underside of stairway is enclosed by means of a door, ½" gypsum board is required on walls an ceiling or enclosed area.
- All plumbing, mechanical, and electrical work is completed

Required installation of Smoke Detectors & Carbon Monoxide Detectors:

1. In dwelling units, a smoke detector shall be installed in each newly constructed sleeping room and at a point outside of each sleeping area in the immediate vicinity of the sleeping rooms. A smoke detector shall be installed on each story including the basement. A Carbon Monoxide Detector will be required within 10 feet of sleeping rooms.
2. When interior alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created, smoke detectors shall be installed throughout the existing dwelling unit as required for new dwellings; the smoke detectors shall be interconnected and hard wired. (Exception: When alterations/repairs do not result in the removal of interior walls or ceiling finish, unless there is an attic, crawl space or basement available which could provide access or work on the exterior which does not require entry into the interior for inspection.)
 - a. One in each sleeping room.
 - b. One outside of each separate sleeping area in the immediate vicinity of the bedrooms.
 - c. A smoke detector shall be installed on each story and in the basement.
3. In new construction smoke detectors shall receive their power from the building wiring and shall be equipped with battery backup.

Escape Window Requirement:

1. An egress window is required in every bedroom and in basements when habitable space is first added or habitable space is expanded. If an egress window is installed in a basement bedroom, an additional egress window is not required in the balance of the basement unless there are additional bedrooms. Therefore, each sleeping room must have at least one escape window with the following dimensions:
 - a. Width – 20" minimum clear opening (min. 20" width x 41" height)
or
 - b. Height – 24" minimum clear opening (min. 34" width x 24" height)
 - c. Total openable area – 5.7 square feet minimum
 - i. Exception – grade floor openings shall have a minimum net clear opening of 5 sq. ft.
 - d. Sill height – not more than 44" above the floor
 - e. Exit windows under decks, overhands, etc. must have a minimum 36" clearance above grade

Supplement to Basement Finish Permit Application
(must be included when applying for permit)

The following information is required when applying for a Basement Finish permit application. (some of this information may also be listed on your plans)

1. Exterior Wall Construction:
 - a. Size of studs/stripping _____
 - b. Spacing of studs _____
 - c. Type and thickness of insulation _____
 - d. Vapor barrier (i.e. 4 or 6 mil polyethylene) _____
 - e. Wall covering (i.e. 1/2" sheetrock) _____

2. Interior Wall Construction:
 - a. Size of studs _____
 - b. Spacing of studs _____
 - c. Wall covering (i.e. 1/2" sheetrock) _____

3. Ceiling Covering (i.e. 1/2" or 5/8" sheetrock) _____

4. Plumbing to be installed (check one for each bathroom)
 - a. _____ NONE
 - b. _____ 1/2 bath on existing rough-in plumbing
 - c. _____ 3/4 or full bath on existing rough-in plumbing
 - d. _____ 1/2 bath including new rough-in plumbing
 - e. _____ 3/4 or full bath including new rough-in
 - f. _____ other (please specify) _____

5. Heating to be installed (check one)
 - a. _____ Extend supply and returns
 - b. _____ Use existing with no changes
 - c. _____ Other (please specify) _____

6. Will a Fireplace be installed? Yes No
Type of Fireplace _____

7. Total square footage of the finished basement area? _____

COMBUSTION AIR/MAKE-UP AIR WORKSHEET
(must be included when applying for permit)

Date: _____

Name: _____ Site Address: _____

Total floor Area (including basement): _____

Size of Room with Combustion Equipment: _____

Average Ceiling Height _____ Number of Bedrooms _____

Check and fill in each category that applies to your home.

Year Home was Constructed

Pre-1994

1994-2003

2004 and After

Combustion Equipment (Existing & New)

	Atmospheric Vent	Fan Assist/ Power Vent	Direct Vent	Electric
Water Heater Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fireplace

Gas Direct Vent	Gas Log Insert	Wood Burning Solid Fuel	Factory Wood Burning Solid Fuel Closed Combustion Air
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ventilation System/Per Energy Code, Not Mechanical Code

Exhaust Only	Balanced(HRV/ERV)	None
<input type="checkbox"/> Fan 1 CFM: _____ <input type="checkbox"/> Fan 2 CFM: _____	<input type="checkbox"/>	<input type="checkbox"/>

Exhaust Systems

	Yes	CFM: _____	No	CFM: _____
Kitchen	<input type="checkbox"/>		<input type="checkbox"/>	
Central Vacuum	<input type="checkbox"/>		<input type="checkbox"/>	
Bath Fan	<input type="checkbox"/>		<input type="checkbox"/>	
Other	<input type="checkbox"/>		<input type="checkbox"/>	