

BASEMENT RENOVATION

REQUIRED FORMS:

**BUILDING PERMIT PACKAGE
TWO (2) SETS OF PLANS**

BUILDING SUBMITTAL REQUIREMENTS:

Completed permit jacket and applications for Building, Electrical, Plumbing and Mechanical, if applicable. Include two (2) copies of the floor plan (include dimensions of proposed renovation) and two (2) copies of proposed materials list.

Two (2) complete sets of plans, to include, but not limited to the following information:

A scaled floor plan of the total basement area, listing the use of all of the proposed rooms as well as any existing rooms, including ceiling height, dimensions of rooms and second means of egress. Attached you will find a sample of a typical basement wall section for your reference. Note: any enclosed accessible storage space under stairs must be protected with ½” sheetrock, pursuant to International Residential Code R314.8.

BUILDING INSPECTION REQUIREMENTS:

FRAMING: To verify the use fire-blocking and insulation.

INSULATION

DRYWALL

FINAL: To check that the combustion air requirements have been met and all finish material installed.

ELECTRICAL REQUIREMENTS:

Indicate on plans an electrical layout, lights, switches, outlets, smoke detectors, etc. (Sample of electric layout attached).

ELECTRIC INSPECTION REQUIREMENTS:

ROUGH ELECTRIC (TO BE DONE PRIOR TO, OR AT SAME TIME, AS THE FRAMING INSPECTION.)

FINAL ELECTRIC

PLUMBING REQUIREMENTS:

Indicate on plans a plumbing riser diagram, which shall include hot and cold water piping diagram, indicating pipe size, materials to be used and locations of all valves. A drain, waste and vent piping diagram indicating the direction of flow, all pipe size, materials use and location of all cleanouts shall be provided on the plan.

PLUMBING INSPECTION REQUIREMENTS:

ROUGH: All new and altered water systems shall be tested at not less than the normal working pressure of the system or an air test of not less than 60 psi. All new or altered drainage systems shall be tested with not less than a ten foot head of water or an air test of not less than 5 psi.

FINAL : All plumbing fixtures shall be installed and in working condition for final inspection.

MECHANICAL REQUIREMENTS:

Indicate on plans combustion/ventilation for heater. Indicate on plans fresh air supply for basement. Plan for duct work, show supply and returns, or if electric baseboard, provide BTU's or wattage.

MECHANICAL INSPECTION REQUIREMENTS:

ROUGH: Inspections of ducts, seal and hanging requirements.

FINAL INSPECTION