

What you need to apply for a building permit:



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DIRECTIONS

1. Submit 2 complete sets of required information.
2. Draw a floor plan with dimensions to scale, showing the layout of the entire basement. Label the use for all of the rooms. Distinguish existing from new and finished from unfinished.
3. Show electrical outlets, smoke detectors, lighting, fans, plumbing modifications, cleanouts, furnace and water heater. Indicate whether equipment is electric or gas.
4. List window sizes and types, identify emergency escape and rescue windows.
5. Identify modifications to the existing structure such as posts, beams and floor joists.
6. Indicate where dropped ceiling areas are less than 7 feet.
7. Show clearance around the tub and fixtures.

Why Do I need a Permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier

Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that can result in a safer project.

It's the Law

Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

Tips on hiring contractors

- ◆ Get at least 3 bids.
- ◆ Get 3 references, and ask to see a project.
- ◆ Get it in writing, but before you sign the contract, make sure you completely understand.
- ◆ Do not make final payment until you have received a Certificate of Occupancy (CO) or until final inspections have passed
- ◆ **Have the contractor apply for the required permits.**

EGRESS WINDOW WELL

- A minimum total openable area of not less than 5.7 S.F.
- A minimum clear openable height of 24"
- A minimum clear openable width of not less than 20"
- A finished sill height of not more than 44" above the floor and should be openable from the inside without the use of a key, tools special knowledge or effort.

All basements and sleeping rooms must have an emergency escape window or exterior door. Emergency escape windows with a sill height below grade must be provided with an emergency escape window as well as ladder. For details on Emergency escape windows, see Section R310 of the International Residential Code.

A hand-drawn floor plan of a house. The layout includes:

- Family Room:** Located at the top, measuring 30'-0" wide by 15'-0" deep. It has two windows labeled $2^5 \times 3^8$ and a door leading to the Unfinished Storage area.
- Unfinished Storage:** A large rectangular area on the left, measuring 17'-0" wide by 13'-6" deep.
- Bed Room:** Located at the bottom right, measuring 16'-0" wide by 11'-3" deep. It contains a bed, a closet, and a window labeled $5^6 \times 6^0$.
- Bathroom:** Situated between the Family Room and the Bed Room, containing a toilet, a sink, and a fan.
- Hallway:** A central hallway labeled "HALL" with a door leading to the Unfinished Storage area.
- Other Features:** A "FURN" area, a "H/W" (water) fixture, a "SHOCK DETECTOR" with a dashed line indicating its placement, and a "CLOSET" near the stairs.

Toilets must be provided with a minimum of 21" in front of the toilet and 15" from the center of the toilet to any sidewall or other obstruction. Showers shall have a minimum inside dimension of 900 square inches. A ventilation fan is required in toilet rooms and bathrooms with unopenable windows. The fan must be vented to the exterior of the building and not to terminate within 3' of an opening.

Sample Construction Details

Floor Joist

Install before

2x4 or 16" insulation securely

Typical soffit

Finish mate

Fireblock here

Or here

Or here

Insulate per International Residential Code

Fireblock concealed spaces of furred walls and soffits at 10 foot intervals along the length of the wall. Nail to wall stud and hold tight to concrete foundation wall from floor to ceiling.

Fill remaining gaps at top

New 2x4 perimeter

Existing concrete foundation

Fireblock here

Or