

BASEMENT FINISHES

HOW TO GET A PERMIT



WHO CAN GET A PERMIT?

Licensed contractors may obtain permits for any property. Home-owners may obtain permits for their own property.

WHEN DO I NEED TO GET A PERMIT?

Anytime you are creating or adding any living space. A permit is also required to install a basement window, drywall or any other ceiling or wall covering.

WHAT DO I NEED TO GET A PERMIT?

- Take some measurements in your basement and make a floor plan of your basement as it is now and as you want it to look when you are done.
- Photos may be added to the drawings.
- Two sample drawings are attached to help you get started.

Provide the following information on the floor plan:

- The sizes of the rooms and indicate what they will be used for.
- The actual ceiling height. If different areas have different heights, write them all on the plan.
- The height from the floor to any protrusions like beams, ducts, pipes, or other items.
- The ceiling height of the stairwell (from the nosing of the steps to the ceiling).
- Show details of the egress windows.

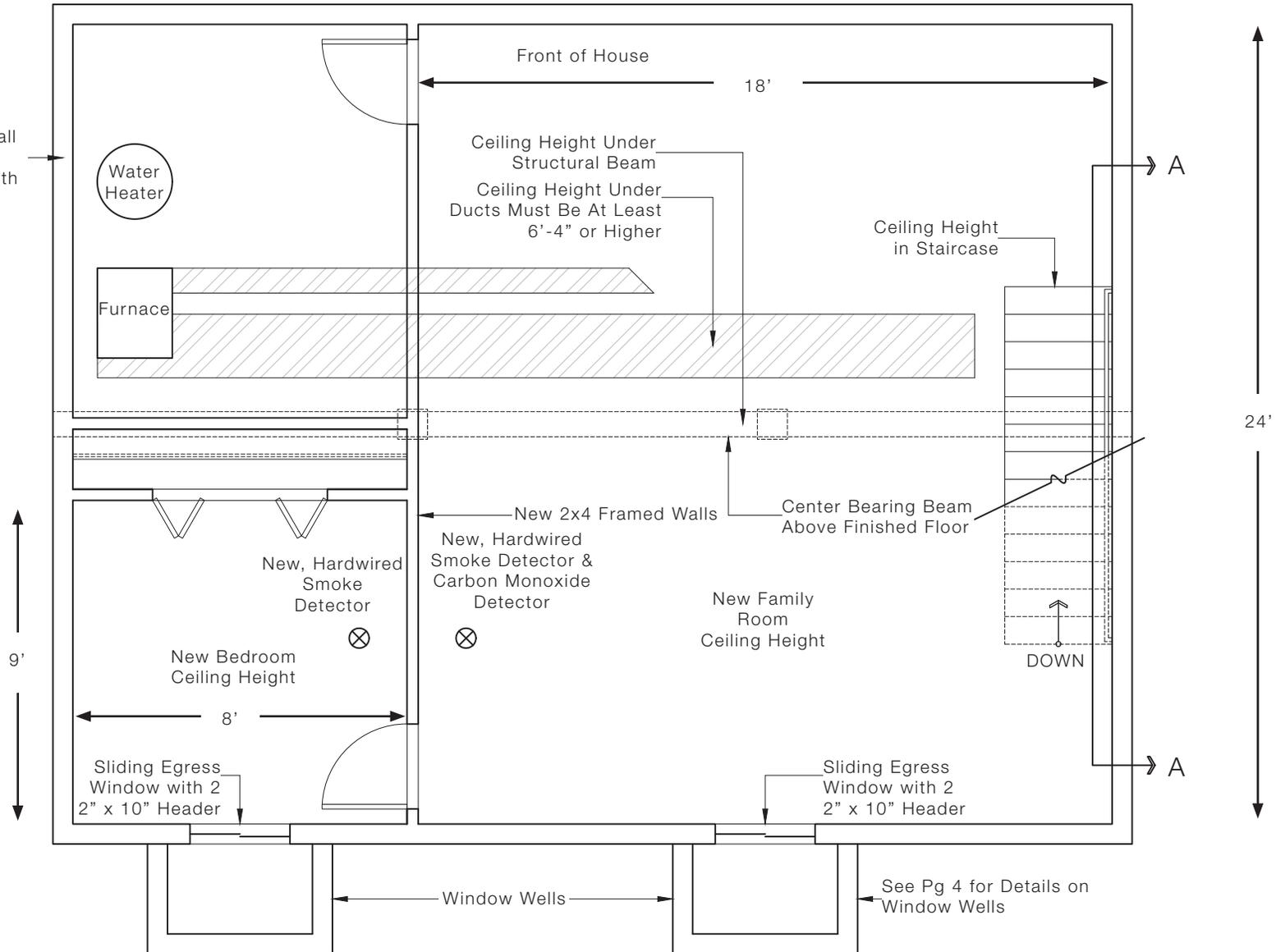
I HAVE PLANS. NOW WHAT?

Submit the plans to Community & Neighborhood Services with the enclosed building permit application completed. Plan review may take as long as two weeks. However, small projects and complete plans may be reviewed sooner. We will contact you when your permit is ready.

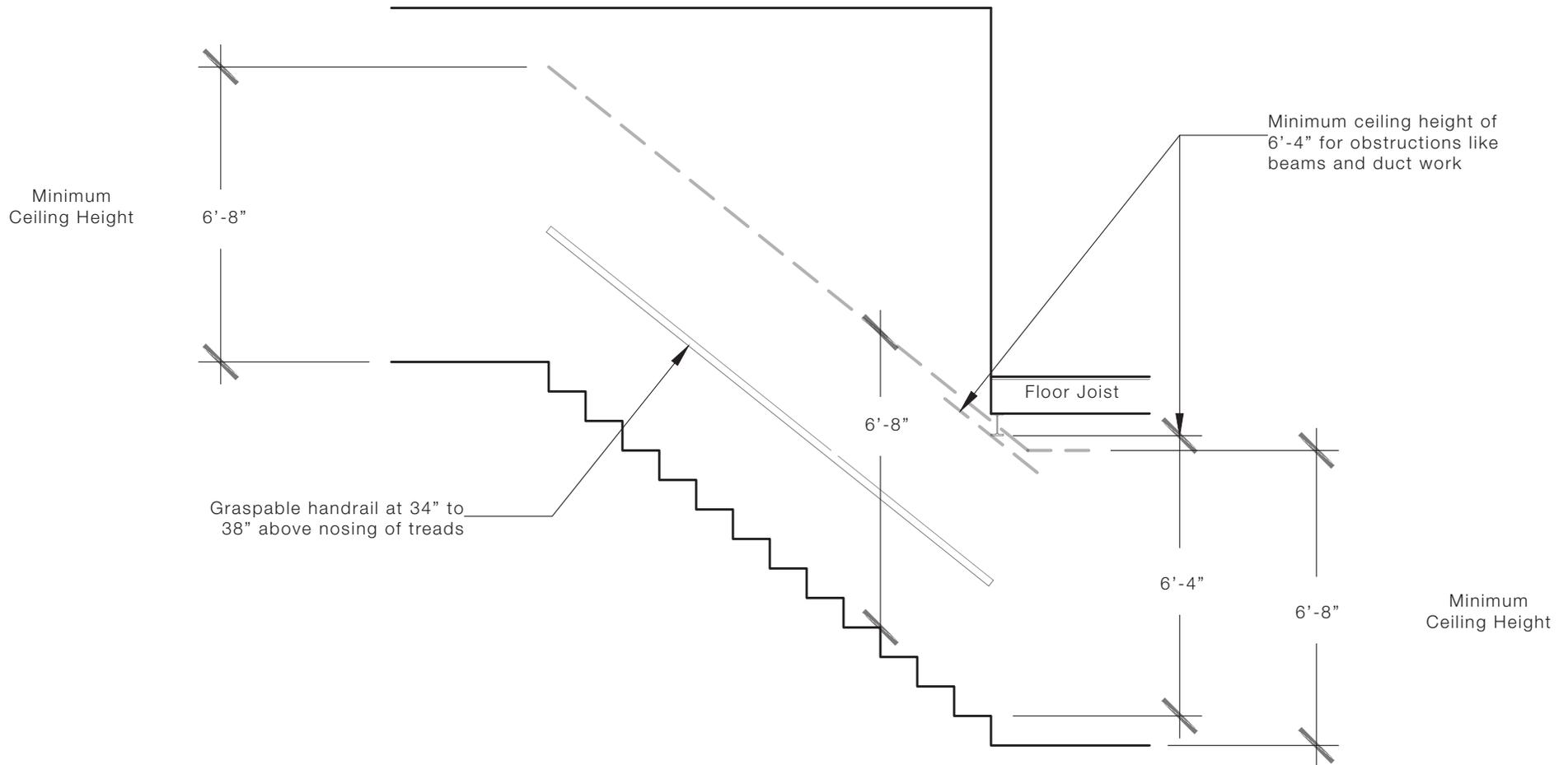
If you have any questions about this information, please feel free to contact us.

SAMPLE BASEMENT FINISH PLAN

Exterior Walls:
2x4 Wood Stud Wall
with Fiberglass
Insulation (R13) with
Drywall Finish



BASEMENT REQUIREMENTS FOR STAIRWAYS



CROSS SECTION A-A

WHAT ARE THE MINIMUM REQUIREMENTS?

- Minimum Ceiling Height: 6'-8"
- Minimum Height to Protrusions: 6'-4"
- Minimum Height Above Stairway to Ceiling: 6'-8"
- The sample drawing below for the egress windows contains all the minimum dimensions.
- At least one egress window is required in each bedroom, and may be required in other rooms.
- Hardwired, battery backup, interconnected smoke detectors are required in the new area. Installation requires an electrical permit.

EGRESS WINDOW & WINDOW WELL REQUIREMENTS

