

Finished Basements Applications

The following information must be submitted for a construction permit to finish a basement.

1. A jacket and completed applications for Building, Electrical, Plumbing and Fire Inspections depending on what type of work is being done.
2. A completed combustion Air Work sheet.
3. A Smoke Detector and Carbon Monoxide Certification Form.
4. Two complete sets of plans, to include but not limited the following:
 - A. A scaled floor plan of the total basement area, list the use of all of the proposed rooms as well as any existing rooms. Below you will find a sample of a typical basement wall section, your plans must reflect how the new walls will be constructed by including a wall section.
 1. Any enclosed accessible storage space under stairs must be protected with 1/2" sheetrock.
 2. All new habitable rooms shall be provided conditioned air, tap the existing ducts and show the same on the floor plan.
 3. Provide an access panel plan to reflect the exact location of all water pipe shut offs, sewer drain cleanouts, dryer cleanouts Etc... Show reference dimensions from ceiling, corners or floor to pin point their exact location after the project is rocked.
 - B. Electrical Plans to reflect the location of switches, lights, receptacles or any electrical devices on a floor plans. A wiring diagram shall be provided to outline the size of all wiring to be used, number of devices on each circuit proposed etc...
 - C. Plumbing plans to reflect all of the additional plumbing devices. Also include a plumbing riser diagram to reflect the size of the supply, waste and vent piping. If any gas fired devices are proposed then a gas riser diagram will be required to show the Total BTU rating of each piece of equipment, the size and length of all piping proposed to the equipment.

Example of a Typical Finished Basement Walls Section

