

## **SUBMITTAL CHECKLIST FOR BASEMENT FINISHES**

This checklist is to be completed by the permit applicant to assure a complete submittal.

The permit technician will also use the checklist to confirm a complete submittal. If the submittal is incomplete, it will not be accepted and the permit applicant will be asked to hold on to all documentation until their submittal is complete.

The information contained in this document is intended to inform you as to what the plan reviewer is required to look at in order to complete a review for a basement finish. We realize this information is detailed but we feel it is helpful for you to know why we ask for detailed plans when you submit a building permit. The code sections are also referenced. Please give us a call if you have any questions.

**Floor plan requirements** – As you (the permit applicant) prepare your floor plan drawings, use this checklist to confirm that the required details are on your plans.

- Drawn to scale with rooms dimensioned and labeled as to use, (include entire basement) (Note what is existing construction and what is proposed by using darker lines to identify new construction)
- Location of new and existing plumbing fixtures
- Location of furnace, water heater and electrical panel
- Location of new and existing windows, including egress windows
- Location of existing and proposed receptacles, switches, lights and smoke detectors
- Location of ceiling heights that are less than 7'
- Location of stairways, (rise, run, headroom)

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**Plan Review** (Allow 5 working days for plan review to be completed)

**Code Requirements (these are some of items that the plan reviewers will be checking)**

### **General Building Requirements**

- Install pressure treated bottom plate. IRC R319
- Construct code compliant stairs, including headroom and handrails IRC R 311.5.
- Minimum 7' ceiling height. IRC R305. See exceptions section 305.1.

### **Bathroom Requirements**

- Provide 21" in front of toilets and lavatories. IRC R 307
- Provide 30" space for the water closet. IRC R 307.
- Provide a GFCI protected receptacle within 3' of the lavatory. NEC 210.8.
- Provide a separate 20-amp circuit for the bathroom (unless there is not room in the panel box). NEC 210-11-C-3.
- Provide bathroom exhaust ducts vented to the outside. UMC 904.5.

- Verify that the size of the existing water and DWV system will accommodate any additional fixtures. THIS MUST BE DONE BY THE PLUMBER PRIOR TO THE ISSUANCE OF THE PERMIT.
- Will a sewage ejector pump be required?

### **Bedroom Requirements**

- Install hardwired smoke detectors in new bedrooms. An additional detector will be required outside of the bedroom. IRC R 313.
- Provide arc fault protection for all new bedroom receptacles.
- Install egress windows in each new bedroom, or if there will be no bedrooms, install an egress window in the new finished room if none are existing. IRC R 310.
- Gas fired appliances may not be accessed through a bedroom or bathroom. UMC 904.5.
- The minimum area for a bedroom is 70 square feet with a minimum room dimension of 7 feet. IRC R 304.4.

### **Electrical Requirements (See BLF 043-Residential Wiring Requirements)**

- The electrical sub-panel shall not be located in a clothes closet or bathroom and shall have clear working space in front of the panel of 36" deep and 30" wide. NEC 240-24-D.
- Provide additional circuits depending on the number of additional electrical fixtures that will be added. NEC 220.3.
- Provide receptacles in each habitable room so that there is not more than 6 feet from any wall space to a receptacle. Every wall more than 2' long will require a receptacle. NEC 210.52.
- Provide illumination at stairways and exterior doors. Switches at the top and bottom of the stairs are required to control stairway lighting. IRC R 303.6.

### **Miscellaneous Requirements**

- Verify that the existing gas piping system will accommodate any changes associated with this project.
- Provide combustion air for gas appliances per Table 7-1 of the Uniform Mechanical Code.