

Basement Finish

Done By

BASEMENT FINISH PERMIT APPLICATION		
Submittal		
a.	Verify completion of required documents and information for permit application	
	i. Signed permit application	
	ii. Contractor information	
	iii. Drawings/plans showing proposed work	
b.	Input data into permit processing system, if applicable	
Review		
a.	Identify use of each room/space	
	i. Habitable rooms size	
	ii. Ceiling height	
b.	Exterior walls insulated (R-13)	
c.	Location(s) of emergency escape and rescue openings	
	i. Sill height	
	ii. Opening size	
	iii. Window well	
	a. Ladder and steps	
	b. Location of exterior projections	
	c. Size and materials	
d.	Location(s) of smoke detectors	
	i. Interconnected	
e.	Location of lighting	
f.	Location of receptacles	
g.	Location(s) of arc fault circuit interrupters (AFCI) protected outlets	
	i. Bedrooms	
h.	Location(s) of ground fault circuit interrupters (GFCI) protected receptacles	
	i. Bathrooms	
	ii. Kitchen	
	iii. Laundry, utility, bar sink	
i.	Location of electrical service and/or sub-panels	
	i. Not in clothes closet or bathroom	
	ii. Working clearance	
j.	Location of furnace and/or water heater	
	i. Access for servicing	
	ii. Combustion air	
k.	Location of mechanical ventilation	
l.	Location of plumbing fixtures	
m.	Useable space under stairs?	
	i. Minimum 1/2" gypsum board	
Issue Permit		
a.	Input data into permit processing system, if applicable	
b.	Collect fees	
c.	Collect signature of permit holder	
d.	Issue permit	