

Basement Alteration Permit Submittal Guide

All work shall meet the requirements of the 2015 International Residential Code

Please utilize the checklist below before submitting an application:

R305 - Confirm the minimum height of the finished basement of at least 7 feet with exemptions for ducts or beams to 6'4".

Provide all details for the required emergency escape and rescue opening compliant to Section R310. c. R310.6 - An emergency escape and rescue opening is not required where existing basements undergo alterations or repairs except when a sleeping room is created.

Provide a plan showing the framing design with all construction details, including fire blocking.

R314/R315 - Provide a plan showing the electrical design with all details including the location of all required devices, receptacle outlets, switches, lighting outlets, smoke detectors, carbon monoxide detectors or other electrical items.

Provide a plan and plumbing schematic showing the plumbing design with all details including pipe sizes, vent termination compliant to Section P3103 and fixture spacing as necessary.

G2427/R303.9/R303.3 - Provide a plan showing the mechanical design with all details for ventilation for combustion air for fuel burning appliances, the location of all heating units or grills, and the exterior termination location of all exhaust fans.

Table N1102.1.2 - Provide the design to meet the minimum energy code standards of R15 continuous or R19 cavity insulation.

Provide any other details necessary to allow a complete code compliance review.