

# BUILDING GUIDE

## SINGLE FAMILY RESIDENTIAL BASEMENT FINISH

### HOW TO USE THIS GUIDE:

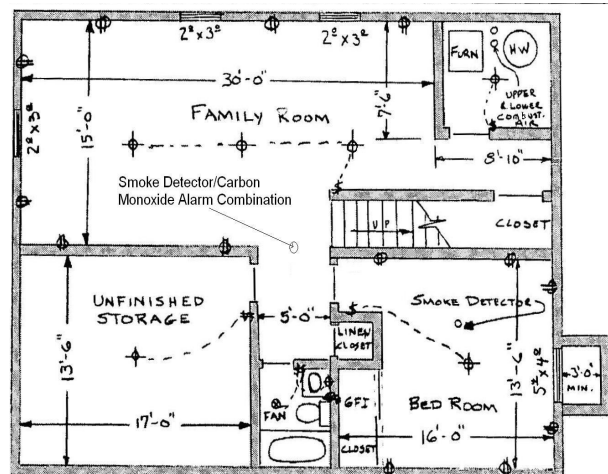
PROVIDE THE REQUIRED DOCUMENTS AND COMPLETE THE FOLLOWING.

1. **Complete this Building Guide**, by filling in the blanks and indicating which construction details will be used, and the R-value of the insulation.
2. **Provide Floorplan**, draw to scale. See example on page 5.
3. **Include a Completed Permit Application**, the majority of permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances, and other applicable laws.

### INFORMATION:

- Smoke alarms are required to be hardwired and interconnected in new and existing construction per IRC 314.
- Carbon monoxide alarms are required to be hardwired and interconnected in new and existing construction per IRC 315.

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_  
 PERMIT NUMBER: \_\_\_\_\_  
 DATE: \_\_\_\_\_

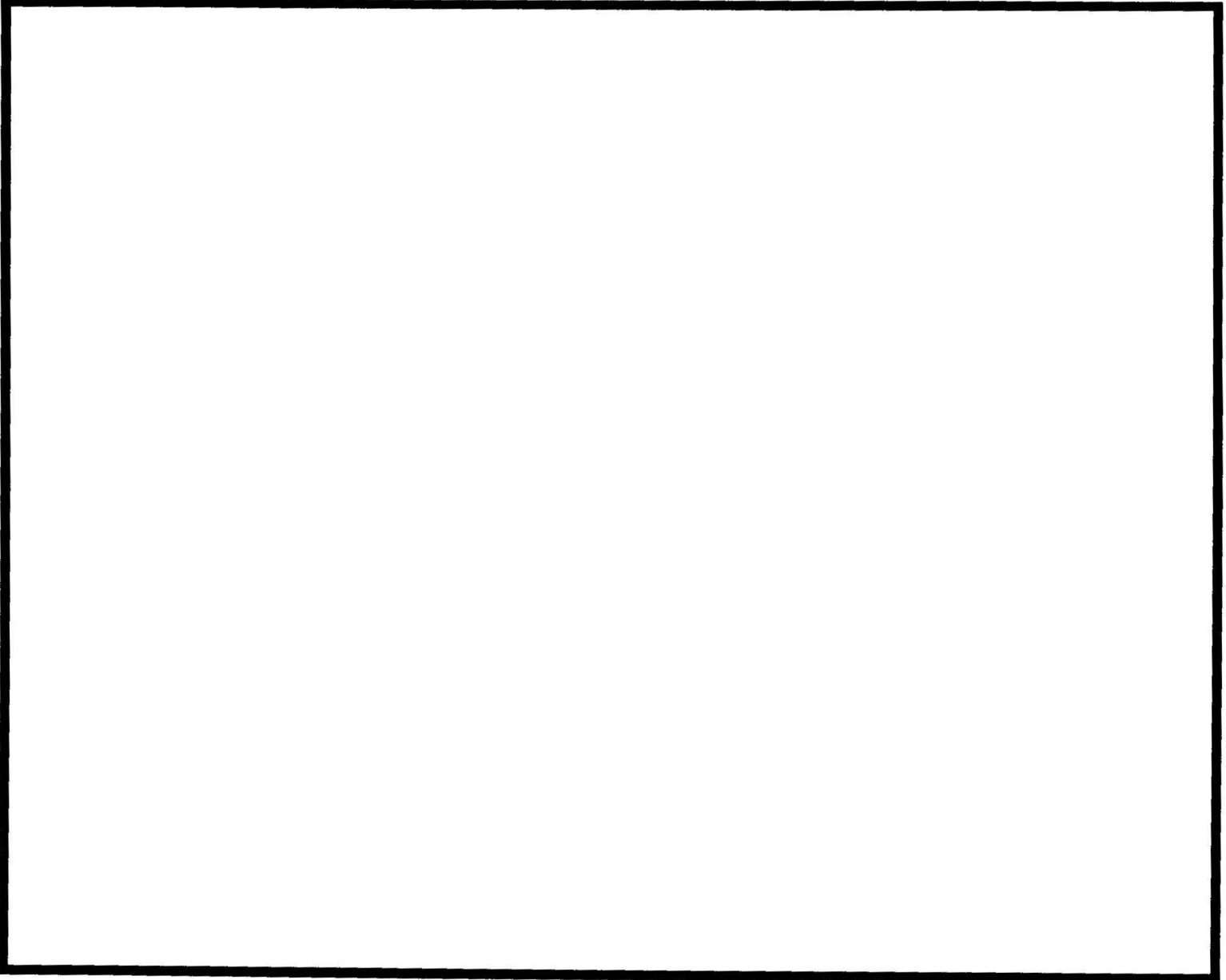


# Single Family Residential Basement Finish

## **Directions**

1. Submit two complete sets of required information.
2. Draw a floor plan with dimensions drawn to scale, showing the layout of the entire basement. Label the use for all of the rooms.
3. Show electrical: smoke detectors, lighting, fans, plumbing modifications, furnace, and water heater.
4. List window sizes and types, identify emergency escape and rescue windows, and egress window wells with ladder.
5. Identify modifications to the existing structure such as posts, beams and floor joists.
6. Indicate height of dropped ceiling areas less than 7 feet.

Floor Plan



NAME:

ADDRESS:

PHONE NUMBER:

PERMIT NUMBER:

DATE:

Basement Finish Requirements

**1. Ceiling Heights:**

If the finished ceiling will be less than 7', please consult your Building Department.

**2. Emergency Escapes:**

All sleeping rooms must have an emergency escape window or exterior door. Emergency escape windows with a sill height below grade must be provided with an emergency escape window well and ladder. (For emergency escape window and window well requirements, see page 4.)

**3. Smoke Alarm and Carbon Monoxide Detectors**

Smoke alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and on each level

Carbon monoxide alarms shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

**4. Fuel Burning Appliances:**

Furnaces and water heaters cannot be located in a bedroom or bathroom unless appliances are installed in a dedicated enclosure in which all combustion air is taken directly from outdoors, and a weather stripped solid door equipped with an approved self closing device is installed. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly. For maintenance purposes, a minimum of 30 inches clear working space must be provided in front of furnaces and water heaters. Maintenance or removal of each appliance must be possible without removing the other or disturbing walls, piping, valves, wiring and junction boxes.

**5. Walls:**

Walls on concrete floors are to have pressure-treated sill plates. Non-bearing walls are to be secured 32" o. c. with concrete fasteners or for bearing walls, secure over footing with 1/2" anchorbolts 6' o. c.

**6. Firestopping:**

Firestopping must be installed in concealed spaces of wood-furred walls at the ceiling level, at 10-foot intervals along the length of the wall and at all interconnections of concealed vertical and horizontal spaces such as intersection of stud walls and soffits or dropped ceilings. A detail of typical firestopping is included on the following page of this handout. Firestops may be constructed of 1-1/2 inch lumber, 3/4 inch plywood or particle board, 1/2" gypsum board or unfaced fiberglass insulation, securely fastened.

**7. Insulation:**

Check with your Building Department for insulation requirements. Submit energy form at plan check

**8. Space Under Stairs:**

If access to the area or space under the basement stairs is provided for storage or other uses, the walls and ceiling of this enclosed space must protected on the inside.

**9. Bathrooms:**

Toilets must be provided with a minimum of 24 inches in front of the toilet and 15 inches between the center of the toilet and any sidewall or other obstruction. Showers shall have a minimum inside dimension of 1,024 square inches, capable of encompassing a 30 inch circle and be finished 70 inches above the drain with non-absorbent materials.

A ventilation fan is required in toilet rooms with unopenable windows and bathrooms with a tub or shower. The fan must be vented to the exterior of the building.

**10. Lighting & Ventilation:**

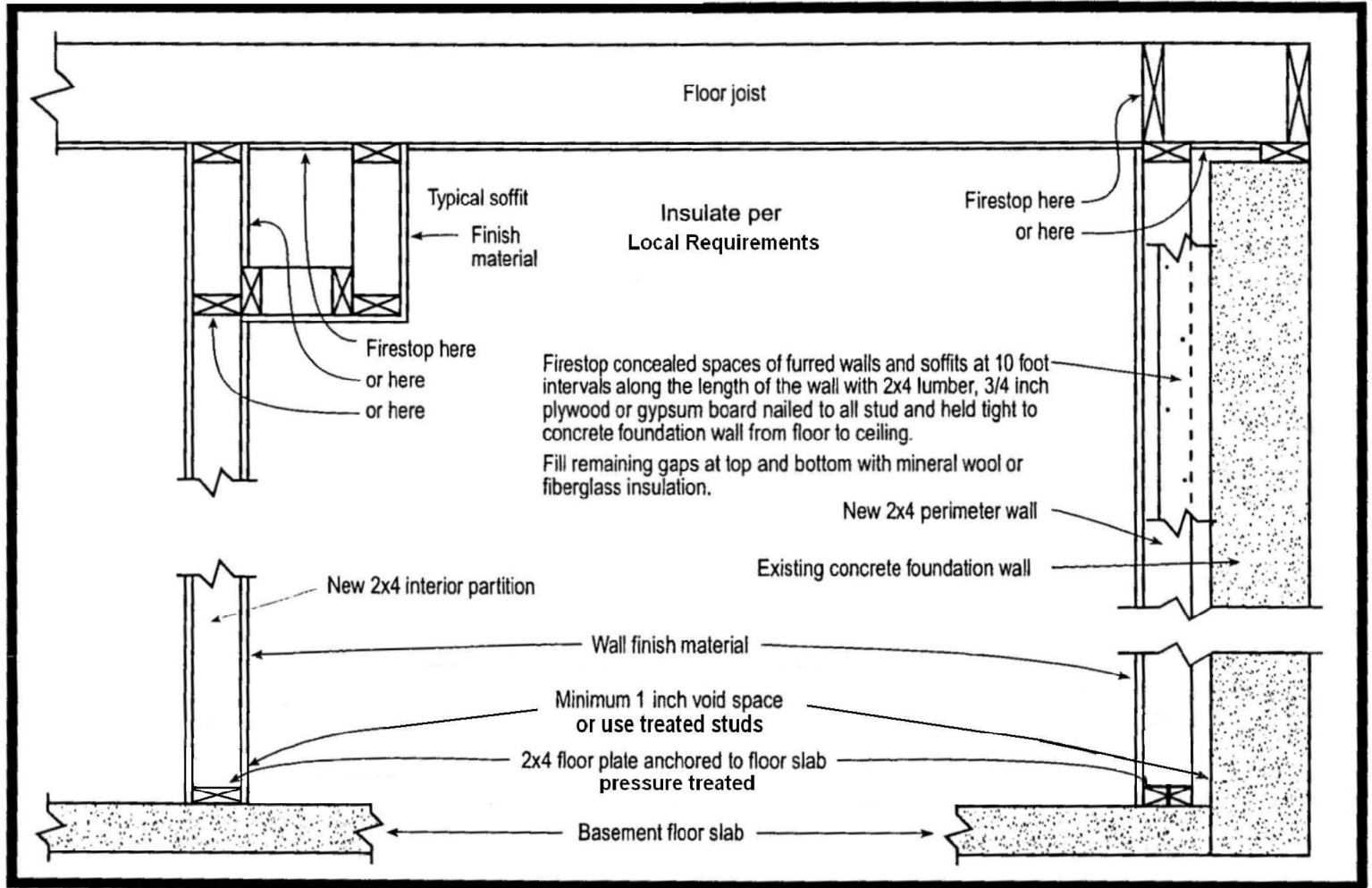
Lighting and ventilation are required for any finished portion of the basement. Contact your Building Department for specific requirements.

**The Building Department staff can help you determine what is necessary to meet minimum safety requirements.**

NAME:	
ADDRESS:	
PHONE NUMBER:	
PERMIT NUMBER:	DATE:

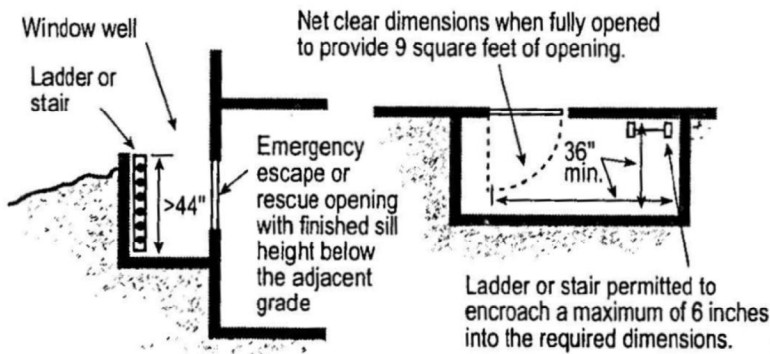
# Single Family Residential Basement Finish

## Basement Finish Details



### Emergency Escape & Rescue Window Well

Emergency Escape And Rescue window wells must provide a minimum area of 9 square feet with a minimum dimension of 36 inches and shall enable the window to open fully. If the depth of the window well exceeds 44 inches, a permanently affixed ladder must be provided. The ladder must not interfere with the operation of the window.

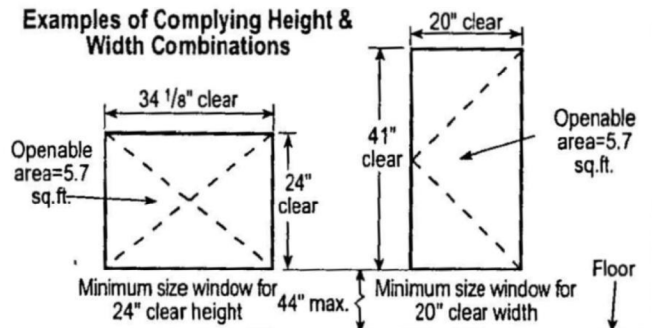


### Emergency Escape & Rescue Windows

Emergency Escape And Rescue Windows must meet the following criteria:

- A minimum total openable area of not less than 5.7 square feet
- A minimum clear openable height of not less than 24 inches
- A minimum clear openable width of not less than 20 inches.
- A finished sill height of not more than 44 inches above the floor and should be openable from the inside without the use of separate tools, knowledge or effort.

#### Examples of Complying Height & Width Combinations



NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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