



Guide to Basement Finish Permits

Fees

- **Building Permit - \$75.00** plus **\$10.00** per 100 square feet (or fraction thereof)
- **Zoning Permit - \$15.00**
- **Electrical Permit - \$75.00** plus **\$5.00** per 100 square feet (or fraction thereof)
- **Hvac Permit - \$25.00** plus **\$2.00** per 100 square feet (or fraction thereof)
- **Plumbing Permit - \$50.00** plus **\$10.00** per fixture or device
- These fees are collected after a building permit has been issued and are not required at the time of the application.

Application Requirements

- Completion of an application form furnished by the building department.
- Two (2) sets of plans of sufficient clarity to indicate how the proposed basement finish will be constructed. (*see plan requirements*)

Action on the Application

- The building and zoning departments will examine the application and plans of the proposed basement finish within two weeks or ten working days.
- If the application and plans of the proposed basement finish conform to the building and zoning codes, the applicant is notified and a building permit is issued. The applicant shall pick up one set of the approved plans and pay the permit fees prior to the start of construction.
- If the application and plans of the proposed basement finish do not conform to the building and zoning codes, the applicant is notified and the reasons for the disapproval will be given in writing.

Inspections

- **Rough Plumbing** – Prior to the concealment of the work, before the fixtures are set, and prior to the framing inspection.
- **Rough Electric** – Prior to the concealment of the work, before the fixtures are set, and prior to the framing inspection.
- **Rough Hvac** - Prior to the concealment of the ductwork, this inspection is performed in conjunction with the framing inspection.

- **Framing** – After the approvals of the rough electric and plumbing, before the stocking of drywall and installation of insulation
- **Insulation** – After the approval of the framing inspection, and prior to the installation of drywall.
- **Final Plumbing** - Prior to the occupancy inspection. After all the fixtures are set and all plumbing work is complete.
- **Final Electric** - Prior to the occupancy inspection. After all the devices and fixtures are set and all electrical work is complete.
- **Final Hvac** - After all HVAC work is complete, this inspection is performed in conjunction with the occupancy inspection.
- **Occupancy** - After the approvals of the final electric and plumbing inspections, and after the completion of all work, interior and exterior.

Time Limitations

- Work shall commence within twelve (12) months of the approval of the residential construction documents. One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars. If in the course of construction, work is delayed or suspended for a time period of six (6) months, the approval of the plans or drawings is invalid. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension.

Have Questions or Need Help

- If you have questions regarding building issues such as how to design or construct the basement finish , please call 901-6650 and ask to speak with a building inspector.

Plan Requirements

Floor Plan – The floor plan shall be drawn to scale and show all relevant information such as rooms and their designated use, door swings, windows, stairs, furnace and water heater locations, and the electrical service panel location. The floor plan must be sufficiently dimensioned to describe all room or space sizes.

Framing Section – A typical framing section shall fully describe the wall construction. The framing section shall show size and spacing of the wall framing members. Basements framed with conventional wood lumber shall include a pressure preservatively treated bottom sill plate, in the framing section.

Additional Drawings – Electrical, Hvac, and Plumbing drawings are **not required but are very helpful**, these additional drawings or information will assist our plans examiner in determining if the proposed work will be in compliance with the applicable codes.

General Notes – The plans shall include some general notes for items that cannot be described very well in pictorial form. This may include items such as the overall ceiling height and ceiling height under ducts and beams. If your basement finish includes having enclosed accessible space beneath your basement stairs, the underside of the stairs shall be enclosed with ½” drywall and should be noted on your plans. Bathroom exhaust fans shall be vented to the exterior of the dwelling; this may be stated in general notes in lieu of describing this in pictorial form.

Plan Considerations

- Basement bedrooms will require an emergency escape window or door. The window or door shall be located in the bedroom and have a minimum net clear opening of 5.7 square feet, and have a minimum of a clear width of 20 inches and a clear height of 24 inches. If the emergency escape window is below grade, a 3 foot by 3 foot window well equipped with a ladder or stairs is required. Refer to section R310 of the Ohio Residential Code for more specific details.
- When enclosing a gas fired furnace and a hot water heater consideration shall be given to combustion air. A minimum of 50 cubic feet of room volume/air is required for each 1,000 BTU’S of the gas appliances. If the enclosed mechanical room is too small, combustion air openings/grilles or louvered doors shall be provided from spaces adjacent to the mechanical room. Refer to Chapter 17 of the Ohio Residential Code for more specific details.
- Gas shut off valves, gas piping unions, and plumbing cleanouts shall not be concealed by the proposed construction. These devices will require access panels or openings.

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