

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** \$ 60.00 (plus \$15.00 per fixture or device).
- The Building, Electrical, Hvac and Plumbing Permits will all require a 1% State of Ohio Fee.
- 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 department 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 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 codes, the applicant is notified and the reasons for the disapproval will be given in writing.

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 (\$100.00). 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 pertaining to the basement finish, please call 614.901.6650 and ask to speak with a building inspector.

Plan Requirements

- Floor plans shall include an existing floor plan and a proposed floor plan of the area(s) being altered or changed.
- Floor plans shall include the locations of the existing water heater, furnace, electrical service panel, sump pump, water meter, and windows.
- Floor plans shall be sufficiently labeled to indicate each areas usage.
- Floor plans shall be dimensioned to scale.

Framing Plans

- A typical framing plan shall fully describe the wall construction and list the size and spacing of the wall framing members. If framed with conventional wood lumber, then a pressure treated bottom sill plate should be indicated.

Plumbing Plans

- Shall show the plumbing fixture locations, dimensions, and clearances.

Hvac Plans

- If the furnace and water heater appliances are gas operated and will be enclosed in a room, then combustion air openings shall be shown in the top 12 inches and bottom 12 inches of the mechanical room to allow the air circulation. Otherwise, combustion air piped in from the exterior for these appliances shall be shown on the plans along with the calculations based upon the appliance Btuh ratings.
- The hvac plans shall show new supply air and return air ductwork sizes, runs, and termination boot locations designed to maintain a temperature of 68 degrees at 36 inches above the floor and 24 inches away from exterior walls.

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.

Plan Considerations

- A basement bedroom will require an emergency escape and rescue window (within the bedroom). The window sash shall have a minimum net clear opening of 5.7 square feet. The minimum net clear opening width shall be 20 inches and the minimum net clear opening height shall be 24 inches. Sill height above the finished floor shall not exceed 44 inches. Outside of the emergency escape window shall be a 3 foot by 3 foot area well equipped with a ladder or stairs.
- Access panels will be required at all gas shut off valves and unions, and at plumbing shut off valves, slip joint connections, and cleanouts.

Inspections

- **Underground & Rough Plumbing** – Prior to the concealment of work, after the piping has been bedded in place, all drain, waste, and vent lines, and water lines have been installed, and pressure tests have been applied.

- **Rough Electrical** – Prior to the concealment of work, after all wiring is run, boxes are set, and splices are complete.
- **Rough Hvac** - Prior to the concealment of the ductwork, all ductwork has been installed and all joints are sealed. This inspection is performed in conjunction with the framing inspection.

Inspections Continued

- **Framing** – After the approvals of the rough plumbing and rough electrical inspections, and before the 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 Electrical** - 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 plumbing and final electrical inspections, and after the completion of all interior and exterior work.

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