

APPLICATION FOR FINISHED BASEMENT PERMIT



7607 W College Drive

Ph: (708) 361-1804 Fax: (708) 923-7112

building@palosheights.org

REAL ESTATE TAX I.D. #: _ _ - _ _ - _ _ - _ _

APPLICANTS: COMPLETE ALL ITEMS AND SUBMIT WITH ALL SUPPORT DOCUMENTATIONS		
LOCATION OF IMPROVEMENT	ADDRESS _____ SUBDIVISON _____ LOT _____	
OWNER	NAME _____	PHONE
	ADDRESS _____	Home: _____
	EMAIL _____	Business: _____
CONTRACTOR	NAME _____	Cell: _____
	ADDRESS _____	Business: _____
	CONTACT _____	Cell: _____
EMAIL _____		Cell: _____
Please see attached.		TOTAL COST OF IMPROVEMENT \$ _____
**At time of inspection, Carbon Monoxide Detectors must be installed within 15' of any bedroom per Illinois State Law 094-0741		
Call Building Department for Inspections. 24 Hour Notice Required.		
<p>**BUILDING DEPARTMENT USE ONLY**</p> <p>BUILDING PERMIT NO. _____</p> <p>BUILDING PERMIT FEE \$ _____</p> <p>_____</p> <p>APPROVED BY</p>	<p>I hereby declare that the above information is correct, and I do agree, in consideration of and upon issuance of a building permit, to perform only such work as described herein. I further declare that I am the owner, his contractor or authorized agent and have permission from the owner to apply for this permit.</p> <p>I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, ORDINANCES AND CODES OF THIS JURISDICTION.</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Signature of Applicant Date</p>	



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Finished Basement Plan Review & Procedures

Procedures:

- Plumbing rough must be approved prior to building rough.
- Building rough includes framing, electric, HVAC, and fireblocking (See respective sections)
- All wires must be pulled and terminated without devices installed prior to rough inspection.
- First flue tile inspection required (see FIREPLACE section)
- Dumpster must be on site prior to start of framing.
- Manufacturer installation instructions shall be attached to the appliances at final inspection.

Plan Review:

Miscellaneous

- **Fireblocking:** Provide fireblocking to cut off all concealed draft openings (both vertical and horizontal) and to form an effective fire barrier between stories, and between a top story and the roof space.

Provide fireblocking at:

- A. Concealed spaces of stud walls and partitions, including furred spaces, at ceiling and floor level.
- B. Interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings, etc.
- C. Concealed spaces between stair stringers at top and bottom of run.
- D. Openings around vents, pipes, ducts, chimneys and fireplaces at ceiling and floor level with non-combustible material (foam is not acceptable)

(Reference 2000 International Residential Code, Section R602.8)

- **Egress Required:** Rooms such as sleeping areas, studies, dens, libraries, etc which contain closets shall have rescue windows and shall have a net clear opening of 5.7 sq. ft. The minimum net clear opening width shall be 20 inches.
- **Stairs (below):** Enclosed accessible space below stairs requires 1/2" drywall inside walls and underneath stringers. (Reference 2000 International Residential Code, Section 314.8)
- **Observe cutting, drilling & notching requirements for:**
 - A. **Floor joists:** Notches shall not exceed 1/6 the depth of the joist and not located in middle 1/3 of span. Joists notched on ends for a ledger shall not exceed 1/4 joist depth. Cantilevered joist shall not be notched. Holes shall not be within 2" of the top or bottom of joists and their diameter shall not exceed 1/3 the depth of the joist. (Reference 2000 International Residential Code, Section R502.8.1)
 - B. **Walls:** Any stud in an exterior wall or bearing partition may be cut or notched to a depth exceeding 25% of its width. Studs in non-bearing partitions may be notched to a depth not to exceed 40% of a single stud width. Any stud may be bored, or drilled, provided the diameter of the resulting hole is no greater than 40% of the stud width, the edge of the hole is no closer than 5/8" to the edge of the stud, and the hole is not located in the same section as a cut or notch. (Reference 2000 International Residential Code, Section R602.6)

- C. **Top Plate:** When piping or ductwork is placed in or partly in an exterior wall necessitating a cutting of the top plate by more than 50% of its width, the top plate must be reinforced with a steel plate (minimum 16 gauge) and 1.5 inches wide tied across and to each side of the notch with 6-16d nails each side.

Framing

- **Treated lumber:** Treated lumber required in basement when in contact with concrete. (Reference 2000 International Residential Code, Section R323)

Fireplaces

- **Masonry & Factory Fireplace Combustion Air:** Both masonry and factory built fireplaces require outside combustion air. (Reference 2000 International Residential Code, Section R1005.1)
- **Fireplace shut-off valve:** Gas line shut-off valve shall be installed. This valve is required in addition to the appliance shut-off valve. (Reference 2000 International Residential Code, Section G2419.5 [409.5])

Electrical

- **Countertop receptacle spacing:** Countertop receptacles shall be spaced so that no point along the wall space is greater than 24" from a receptacle. Separate wall space greater than 12" required when long dimension of counter is 24" or greater. This receptacle shall not be located more than 12" below the countertop. All countertop receptacles to be tied to not less than two (2) 20 amp small appliance circuits with GFCI protection and must be resettable in the same room.
- **Bathroom receptacles:** Bathroom receptacle is required to be located within 36" of the outside edge of each basin. When more than one basin occurs, a receptacle is required for each basin location. When basins are installed in close proximity, one receptacle located between the two will satisfy this requirement. These receptacles are required to be a dedicated circuit rated at 20 amps with GFCI protection and must be resettable in the same room.
- **Wall receptacles:** Wall receptacles shall be located so that no "point" in any wall space is more than 6 ft. from a receptacle. Wall space 2 feet or greater shall be treated individually for receptacle spacing.
- **Hydromassage bathtub:** All 125 volt, single phase receptacles within 5 feet (5") measured horizontally of the inside walls of the hydromassage tub shall be protected by a ground fault circuit interrupter(s).
- **Fixtures over tubs:** Fixtures over spas, hot tubs, or hydromassage bathtubs shall be U/L listed for damp locations with glass or plastic covers and GFCI protected.

- **Conduit for receptacles:** Greenfield whips or flexible metal conduit is acceptable for receptacles, but must not be sized less than 1/2" of and not to exceed 6 feet in length.
- **Electrical panel dedicated space:** The space equal to the width and depth of the panel extending from the floor to the structural ceiling above must be free of any foreign piping, including ducts.
- **Electric panel working clearances:** The space described below must remain unobstructed for panel servicing:
 - A. Depth of not less than 36" measured from the panel.
 - B. Width of not less than 30" in front of the panel.
 - C. The space described above shall extend up from the floor to a height of 6-1/2 feet.
 - D. 1/4" air space behind panel.
- **Smoke detector installation:** Smoke detectors are required to be installed in individual rooms such as studies, dens, libraries, and sleeping areas, outside each separate area, and on each level. Basement detector to be installed in close proximity to the basements stairs away from the furnace. Smoke detectors not to be located within 3 feet horizontally of the following:
 - A. A bathroom door containing a tub or shower.
 - B. Supply or return air duct.

Smoke detectors not allowed to be installed in laundry rooms, mechanical rooms, kitchens or garages.

- **Attic, crawl space lighting:** All scuttles and access panels shall have switch-activated lighting with the switch located at the access or outside.

HVAC

- **Combustion air required:** Combustion air is required for fuel burning appliances contained within a confined space. Two (2) separate openings are required: one (1) within 12" of the ceiling and one (1) within 12" of the floor. Each opening shall be sized to a minimum of 1 sq. in. per 1,000 BTU input rating of the appliance contained within the confined space, but not less than 100 sq. in. (Reference 2000 International Residential Code, Section R303)
- **All ductwork** installed in non-conditioned areas shall have aluminum foil vapor barrier with insulation. (Reference 2000 International Residential Code, Section M1601.3.4)
- **All ductwork** installed in exterior walls shall allow R-11 insulation between duct and sheathing.

- **Exhaust duct for dryer:** Exhaust duct for dryer shall not exceed 25' maximum length minus 5 for every 90° elbow. Duct work must have smooth interior finish with joints running in direction of air flow – no screws at joints. (Reference 2000 International Residential Code, Section R613.6.1)
- **Bath ventilation:** Flex connector duct limited to 14 feet. Lengths exceeding 14 ft. must be solid duct. Duct must be terminated directly to the outside. (Reference 2000 International Residential Code, Section R303.3)
- **Flexible duct penetration:** Flexible ducts are prohibited from penetration of any wall, floor, or ceiling. (Reference 2000 International Mechanical Code Section 607.7)
- **Closets:** All closets greater than thirty-six (36) square feet and having at least two exterior walls shall be provided with heating.

Insulation

- **Walls** shall be insulated with a material having an R value of not less than 13. Where ducts and pipes occur, an R value of not less than 11 is required. (Reference 2000 International Residential Code, Section R320)
- **Exposed insulation** shall not have a flame spread rating greater than 25 (paper and some plastic vapor barriers) (Reference 2000 International Residential Code, Section R 320.1)