



Residential Remodel, Basement Finish and Egress Window Permit Application Requirements

Permit Fees:

If the project valuation is estimated\calculated at **\$35,000 or above**, the fee is determined by **Fee Estimator I**. The estimated\calculated valuation will be submitted by the applicant and reviewed by the Building Division. The valuation may exclude items such as cabinets, counter tops & fixtures.

If the project valuation is estimated\calculated at **\$35,000 or less**, the fee will be the Flat fee found on **Fee Estimator II**, see attached. A Flat Fee is not available for basements in new construction if a Cert of Occupancy has not been issued.

Required Attachments:

Building Plan Set: the plans must show the proposed floor plan and the existing\demo plan. Clearly indicate the layout of the rooms and spaces being modified including room names and dimensions. In addition, show windows, doors, stairs and mechanical rooms.

Required Inspections:

1. **Plumbing Ground Works**- Any plumbing ground works that will be installed below a concrete slab. (If necessary)
2. **Rough-In Inspections: Framing, Electrical, Plumbing, & Mechanical** prior to covering (insulation and drywall). Separate permits are REQUIRED for Electrical, Plumbing & Mechanical work.
3. **Final**- Inspection after final electrical and plumbing. Structure should be totally completed and ready to occupy.

Additional Information which may be required:

Structural changes:

Include Wall Sections and Details showing beam, joist and/or header sizes & spans as well as any other important structural details.

Guardrails:

Guardrails are required for floors, landings, etc. which are more than 30" above adjacent grade or floors. They must be 36" high and have spacing < 4" between the spindles.

Steps or stairs:

The maximum riser height is 7³/₄" and the minimum tread width is 10". Handrails are required for stairs with four or more risers (located 34-38" above the nose of the tread). The minimum headroom is 6' 8", measured from the nose of the tread.

Under Stair Protection: Enclosed accessible space under stairs shall have walls, under stair surfaces and soffits protected on the enclosed side with 1/2" gypsum board.

Mechanical equipment: Fuel burning furnaces & water heaters require adequate **combustion air** to perform properly and safely. When walling off or closing in mechanical equipment you must calculate the available combustion air to the equipment and make accommodations if it is inadequate. (Cutting in ventilation type grills into newly finished space is acceptable.)

Gas line unions and Electrical junction boxes: Cannot be concealed behind construction without access covers.