

Basement Dwelling or Finished Basement Plan Submittal Requirements

- 2 set of plans drawn to scale
- Identification of each room
- Wall construction of both interior and exterior walls
- Roof construction (if dwelling)
- Ceiling height and type (drywall or suspended ceiling)
- Window and door sizes, types & locations (casement, awning, double-hung)
- Means of egress from basement (habitable space and every bedroom)
- Smoke detectors (locations, battery/AC powered & interconnected)
- Existing and/or “new” basement stairway details (riser height, tread depth, headroom from nose of step to ceiling of stairway measured vertically) Guardrail & handrail details of existing and/or “new” stairway. See Stair Geometry
- Energy Compliance. Indicate exposure of each wall foundation: 50% above grade = R19, 50% below grade = R13. Provide R-value and U-value of all new windows and doors.
- Method of heating “new” space (if using the existing furnace, supply a letter from a professional heating contractor confirming that size of furnace is adequate).
- Location and type of heating appliance and water heater (be aware of combustion air provisions for fuel burning appliances.)
- Location and type of fireplace(s).
- Additional information as pertains to specific job.

Definition of Basement: That portion of a building that is partly or completely below grade.

STORY ABOVE GRADE. Any story having its finished floor surface entirely above grade, except that a basement shall be considered as a story above grade where the finished surface of the floor above the basement is:

1. More than 6 feet (1829 mm) above grade plane.
2. More than 6 feet (1829 mm) above the finished ground level for more than 50 percent of the total building perimeter.
3. More than 12 feet (3658 mm) above the finished ground level at any point.