

**PLAN REVIEW WAIVER For  
CHANGING a BASEMENT to a LOWER LEVEL HABITABLE SPACE**

**NOTE: THIS WAIVER DOES NOT INCLUDE BASEMENT AND BEDROOMS. PLANS SHALL BE SUBMITTED FOR PLAN REVIEW/APPROVAL.**

Basement finish permits may be issued without submitting plans if the following criteria are met.

**Note: Check with your zoning department to see if a zoning permit is required. If so, a copy shall be submitted to Building Regulation.**

1. Structural modifications shall not be made.
2. Provide bedrooms emergency egress window/door; Code Sec. 310
3. Ceiling height minimum of 7'; Code Sec. 305
4. Light and ventilation; Code Sec. 303
5. Existing insulation shall remain. Insulation equal to or better may be installed; Code Sec. 1101.4.
6. Bathrooms require a plumbing permit.
7. Electrical permit required.
8. Heating permit for furnace replacement only:
  - a. Duct extensions do not need permit
  - b. Bathroom exhaust to outside required; Code. Sec. 303.3
  - c. Enclosed furnace rooms to comply with Sec. 1702- (Combustion Air) if building is of unusually tight construction. Field Inspector will advise.
9. Gas line permit required if altered or new installation
10. Fireplace permit required if installed; Code Sec. 1004
11. Smoke detectors per Code Sec. 314. They shall be hardwired, interconnected, and battery backed up.
12. Carbon monoxide alarms per Code Section 315.
13. Wall & ceiling finishes to meet flame spread & smoke developed index per Code Sec. 302.9.
14. Provide ½ inch gypsum board fire resistance membrane or equivalent to the bottom of 1<sup>st</sup> floor framing when constructed of engineered wood products or "I" joists per code, Section 502.14.
15. Framing, Chapter 6
16. Fire blocking to block all draft openings (vertical & horizontal) to form an effective barrier between stories; Code Sec. 602.8
  - a. In concealed spaces behind walls at ceiling
  - b. Interconnections that occur at soffits, drop ceiling, etc.
  - c. Concealed areas between stringers at top of stairs
  - d. At openings around ceiling/floor penetration
17. Stairs to comply with Code Sec. 311.7.
18. Handrails to comply with Code Sec. R311.5 & Guards Code Sec. 311.7.7.
19. Enclosed storage areas under stairs to be lined with drywall; Code Sec. 302.7.
20. Drywall per Code Sec. 702.3.5- for fastener spacing and drywall type. Screws 12" O.C. max; nails 8" O.C. max walls & 7" O.C. ceilings; moisture resistant drywall or equal behind tile.
21. Three inspections will be made- **Rough Electric; Final Electric and Final Building.**  
**An Advice Inspection is optional.**
22. **Permit Fees:** Permits may be applied for via US mail. Building fee is calculated by multiplying the amount of remodeled square footage by \$10.00. Multiply the total by .00225 (rounding up to the nearest dollar). Add \$36.00 Basic Fee. Multiply the total by 1%. This is the total building permit fee. Electrical permit fee is \$85.08. This is based on two inspections, one added circuit, base fee and 1%. Copy this form and sign it. Send one copy, copy of your zoning permit and the permit fee to the Building Regulation office. A copy of this form and a receipt will be returned by US mail.

**INSPECTORS RESERVE THE RIGHT TO CHARGE FOR ADDITIONAL INSPECTIONS FOR NON-COMPLIANCE OR UNUSUAL CIRCUMSTANCES.**

**A finishing basement permit can be issued provided the owner or contractor assumes responsibility that all the above code items are met and any other that may apply identified by the CURRENT Residential Code, 2013 RCO and 2011 NEC.**

The current Residential Code states occupancy may not occur without final inspection.

I agree to comply with all items listed on this waiver.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_