Apply for a Residential Building Permit for A basement finish permit. This information packet will help you prepare and organize the necessary information to help speed up the plan review process and turnaround time for building permits. Be prepared to provide all the information requested in electronic format so that it can be submitted electronically.

REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR RESIDENTIAL BASEMENT

Residential Basement Finnish Permits

Create a My City Inspector account or Login here

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Roy City Residential Plan Review

Basements Finish Requirements & Plan Check List

PROJECT ADDRESS:		ZONE:	
SUBDIVISION:		LOT #:	
TYPE of PROJECT:			
OWNER'S NAME:		Phone #	
EMAIL:			
BUILDER'S NAME:		Phone #	
EMAIL:			

- The issuance of a permit based upon plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on thereunder when in violation of this code or of any other ordinance of this jurisdiction. The building official is also authorized to prevent occupancy or use of a structure where in violation of this code or any other ordinance of this jurisdiction.
- This checklist is not intended to indicate any change in any code or ordinance by inference or omission.
- The review does not indicate that no other code violations may exist on the plans, nor does it release the contractor/owner from building according to code.
- **There shall be a permit application filled out and submitted with a complete set of plans. The plans shall include, but not limited to the following items. Please provide the following information on the plans.**
- **Submit this for along with the complete set of building plans.**

1. General

1.1. _____Provide a complete set of plans.

1.2. _____Note the classification of all rooms and areas finished and not finished.

1.3. _____Provide dimensions for all rooms and areas.

1.4. _____Identify existing walls and new walls on the plans.

1.5. _____Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers.

1.6. Show the location of the following:

1.6.1._____ Furnace

1.6.2.____water heater
1.6.3.____electrical panel if located in the basement

1.7. ____Ceiling height shall be not less than 7' in all rooms and areas used as habitable space.

2. Framing

2.1. ____The bottom sill plate shall be treated lumber.

2.2. ____Stud framing shall be 16" min. or 24" max on center.

2.3. ____Draft stopping shall be installed every 10ft horizontally.

2.4. ____The tops of all furred walls shall be fire stopped.

3. Electrical

3.1. Receptacle Outlets E3901

Receptacle outlets shall be installed so no point along the floor line in any space is more than 6 ft. measured horizontally from an outlet in that space. An outlet shall be installed in any wall space 2 ft. or more in width.

3.2. ____**E3902.1 Bathroom receptacles.**

All 125-volt, single-phase, 15- and 20-ampere receptacles installed in bathrooms shall have ground-fault circuit-interrupter protection for personnel.

3.3. ____**E4002.14 Tamper-resistant receptacles.**

In areas specified in Section E3901.1, 125-volt, 15- and 20-ampere receptacles shall be listed tamper-resistant receptacles unless located over 5' above the floor or are part of an appliance.

3.4. ____**E3901.10 Hallways.**

Hallways of 10 feet (3048 mm) or more in length shall have at least one receptacle outlet. The hall length shall be considered the length measured along the centerline of the hall without passing through a doorway.

3.5. ____**E3901.12 HVAC outlet.**

A 125-volt, single-phase, 15- or 20-ampere-rated GFCI receptacle outlet shall be installed at an accessible location for the servicing of heating, air-conditioning and refrigeration equipment. The receptacle shall be located on the same level and within 25 feet of the heating, air-conditioning and refrigeration equipment. The receptacle outlet shall not be connected to the load side of the HVAC equipment disconnecting means.

3.6. ____**R303.3 Bathrooms.**

Bathrooms, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less than 3 square feet, one-half of which must be openable.

Exception: The glazed areas shall not be required where artificial light and a local exhaust system are provided. The minimum local exhaust rates shall be 50 cfm for intermittent ventilation or 20 cfm for continuous ventilation. Exhaust air from the space shall be exhausted directly to the outdoors.

3.7. ____**E3902.5 Unfinished basement receptacles.**

All 125-volt, single-phase, 15- and 20-ampere receptacles installed in unfinished basements shall have ground-fault circuit-interrupter protection for personnel. For purposes of this section, unfinished basements are defined as portions or areas of the basement not intended as habitable rooms and limited to storage areas, work areas, and the like.

Exception: A receptacle supplying only a permanently installed fire alarm or burglar alarm system.

Smoke / Carbon monoxide Alarms

3.8. Smoke Alarms

3.8.1. **____R314.3.1 Alterations, repairs and additions.**

When *alterations*, repairs or *additions* requiring a *permit* occur, or when one or more sleeping rooms are added or created in existing *dwellings*, the individual *dwelling unit* shall be equipped with smoke alarms located as required for new *dwellings*.

3.8.2. **R314.3 Location.** Smoke alarms shall be installed in the following locations:

3.8.2.1. ____In each sleeping room.

3.8.2.2. ____Outside each separate sleeping area in the immediate vicinity of the bedrooms.

3.8.2.3. ____On each additional *story* of the *dwelling*, including *basements* and habitable attics but not including crawl spaces and uninhabitable *attics*. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full *story* below the upper level.

3.9. Carbon Monoxide Alarms

3.9.1.1. **____R315.1 Carbon monoxide alarms.**

For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in *dwelling units* within which fuel-fired *appliances* are installed and in dwelling units that have attached garages.

3.9.1.2. **____R315.3 Where required in existing dwellings.**

Where work requiring a *permit* occurs in existing *dwellings* that have attached garages or in existing dwellings within which fuel-fired *appliances* exist, carbon monoxide alarms shall be provided.

3.10. ____R314.4 Power source.

Smoke and Carbon Monoxide alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection

3.11. _____R314.5 Interconnection.

Where more than one smoke alarm is required to be installed within an individual dwelling unit in accordance with Section R314.3, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.

4. Mechanical

4.1. ____Appliances shall not be located in sleeping rooms, bathrooms, toilet rooms, storage closets or in a space that opens only into such rooms or spaces.

4.2. ____Show the size and location of the combustion air being supplied to the mechanical room.

4.3. ____If the furnace is located on the level of construction, or uses this level for combustion air, and if there is no combustion air provided to the space it shall be provided in accordance with **2407.6.2.**

G2407.6.2 (304.6.2) One-permanent-opening method.

One permanent opening, commencing within 12 inches of the top of the enclosure, shall be provided. The *appliance* shall have *clearances* of at least 1 inch from the sides and back and 6 inches from the front of the *appliance*. The opening shall directly communicate with the outdoors or through a vertical or horizontal duct to the outdoors, or spaces that freely communicate with the outdoors and shall have a minimum free area of 1 square inch per 3,000 *Btu*/h of the total input rating of all *appliances* located in the enclosure and not less than the sum of the areas of all *vent connectors* in the space.

5. Energy

5.1. ____All exterior walls shall be insulated with a minimum of an R-19 insulation.

5.2. ____The mechanical room shall be isolated from the conditioned space. The walls and ceiling shall be insulated and there shall be a weather striped door with a threshold installed.

6. Engineering

7. _____Engineering will be required for the alteration or removal of any structural member, bearing wall or portion thereof

8. Emergency Escape / Egress

8.1. The bedroom egress window shall comply with the following requirements.

8.1.1. _____5.7 sq. ft. min. open area. (5 sq. ft. if ground level) (R310.1.1)

8.1.2. _____24" high min. opening (R310.2)

8.1.3. _____20" wide min. opening. (R310.3)

8.1.4. _____44" max height to the bottom of the window opening from top of finished floor. (R310.1)

9. ____Window wells shall have a horizontal projection of 36" out with 9 sq. ft. in bottom. Wells over 44" deep require

a permanent ladder or step. (R310.2)

Egress Chart

Min. Width — Bedroom Window Egress: Min. height and width requirements (in inches) — Min. Height

width	20	20½	21	21½	22	22½	23	23½	24	24½	25	25½	26	26½	27	27½	28	28½	29	29½	30	30½	31	31½	32	32½	33	33½	34
height	41	40	39¼	38¼	37½	36½	35¾	35	34¼	33½	33	32¼	31¾	31	30½	30	29½	29	28½	28	27½	27	26½	26¼	25¾	25½	25	24½	24

RESIDENTIAL BEDROOM EGRESS WINDOWS

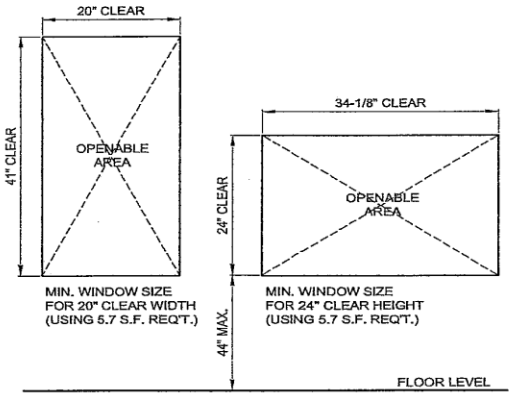
THIS DRAWING DEPICTS MINIMUM CODE REQUIREMENTS PER CRC 2013. INFORMATION IS FOR REFERENCE ONLY AND IS NOT A SUBSTITUTE FOR ACCURATE DRAWINGS PREPARED FOR EACH PROPOSED CONSTRUCTION PROJECT.

ESCAPE WINDOWS: CALL OUT "EGRESS" OR "ESCAPE" WINDOW ON FLOOR PLANS. PROVIDE EACH BEDROOM BELOW THE 4TH FLOOR, & BASEMENTS WITH AN EMERGENCY ESCAPE OPENING. MINIMUM NET CLEAR OPENING AREA SHALL BE 5.7 SQ. FT. (OR 5.0 SQ. FT. FOR GRADE FLOOR OPENINGS.) OPENING HEIGHT SHALL BE 24" MINIMUM CLEAR AND OPENING WIDTH SHALL BE 20" MINIMUM CLEAR. MAXIMUM OPENING SILL HEIGHT SHALL BE 44 INCHES TO ACTUAL WINDOW OPENING. CBC SEC. 1026

EMERGENCY ESCAPE / EXIT WINDOW FOR BEDROOMS

CRC R310 REQUIREMENTS

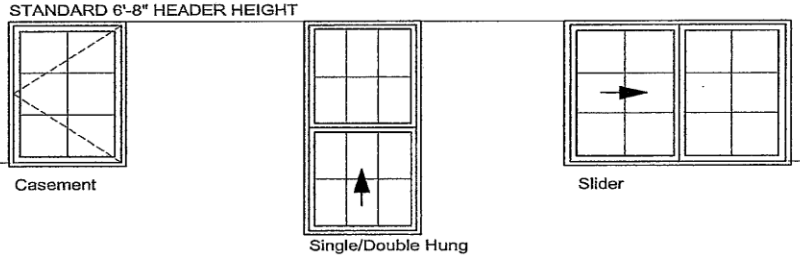
1. 20" MIN. CLEAR WIDTH
2. 24" MIN. CLEAR HEIGHT
3. 5.7 SF MIN. OPENABLE AREA (EXCEPT FOR GROUND FLOOR)
4. 5.0 SF MIN. OPENABLE AREA FOR GROUND FLOOR



THE FOLLOWING WINDOW SIZES WILL BE THE MINIMUM ALLOWED FOR EGRESS UNLESS MANUFATURERS DATA IS PROVIDED PROVING ACCEPTABLE OPENING SIZE

NOTE: SIZES ARE TAKEN FROM DATA SUPPLIED BY WINDOW MANUFACTURERS, HOWEVER THESE ARE GENERAL DIMENSIONS. IT IS THE OWNER'S RESPONSIBILITY TO VERIFY THAT THE ACTUAL WINDOWS INSTALLED MEET THE MINIMUM EGRESS REQUIREMENTS.

STANDARD 6'-8" HEADER HEIGHT



44" MAX. TO ACTUAL OPENING

FOR 5.7 SF (REQ'D. UNLESS FOR GROUND FLOOR)

Single Casement	Single/Double Hung	Slider
2-4 x 4-0	3-0 x 5-0	4-0 x 4-0
2-6 x 3-6	3-0 x 5-6	5-0 x 3-6
Double Casement	2-4 x 6-8	6-0 x 3-0
4-8 x 4-0	2-6 x 6-2	
5-0 x 3-6	2-8 x 5-8	

FLOOR LEVEL

FOR 5.0 SF (GROUND FLOOR)

Single Casement	Single/Double Hung	Slider
2-4 x 3-6	2-9 x 5-0	4-0 x 3-6
2-6 x 3-0	3-0 x 4-8	5-0 x 3-0
Double Casement	2-4 x 5-8	6-0 x 3-0
4-8 x 3-6	2-6 x 5-0	
5-0 x 3-0	2-8 x 5-2	

NOTE: OTHER WINDOW TYPES SUCH AS AWNING, BAY W/ FIXED CENTER & SINGLE / FIXED COMBO ARE NOT ALLOWED AS AN EGRESS WINDOW UNLESS MFR'S DATA IS PROVIDED SHOWING ACCEPTABLE OPENING SIZE.

NAME, ADDRESS AND PHONE NO. OF DESIGNER XXX XXX XXX XXX XXX XXX XXX XXX WET SIGNATURE OF DESIGNER ON EACH SHEET (AND PROFESSIONAL STAMP IF APPLICABLE)	EXAMPLE RESIDENCE	EGRESS WINDOW SAMPLE DRAWING	SCALE: NTS DATE: SHEET NO. EG-1