

FINISHED BASEMENT

Village of Carol Stream

500 N. Gary Avenue, Carol Stream, IL 60188
Tel: 630-871-6230 Fax: 630-665-1064

CHECKLIST

Completed by Permit Applicant and reviewed by Community Development Staff at submittal.
Additional items required will be circled by Community Development Staff.

- _____ Completed **Application For Permit**
 - _____ Two (2) **Sets of Plans**
 - _____ One (1) copy of the **Electrical Panel Schedule**
 - _____ One (1) set of **installation instructions** for the following; furnace and air conditioner, whirlpool tub or spa, prefab fireplace, water heater
 - _____ One (1) copy of the **Electrical Contractor's License**, if applicable (unless the homeowner is doing the work)
 - _____ One (1) copy of the **Plumbing Contractor's License**, if applicable (unless the homeowner is doing the work)
 - _____ One (1) copy of the **Plumber's License**, if applicable (unless the homeowner is doing the work)
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Completed by Community Development Staff upon review of submittal:

- _____ All documentation required for the permit application has been submitted.
- _____ Items circled have not been properly submitted and we are returning your submittal for completion of these items.

Building permit submittal checked by: _____

For questions regarding building permit requirements for a Finished Basement, please contact the Village of Carol Stream Community Development Department at (630)871-6230.

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Residential Finished Basement Permit Requirements

1. *Permit Application:* A permit is required for the conversion of any part of a basement area into a habitable space. "Habitable space" means any room meeting the provisions of the International Residential Code 2003 for sleeping, living, cooking or dining purposes, including clothes closets but excluding such enclosed spaces as hallways, laundries, storage areas, utility rooms and other similar spaces.
 - A. Two sets of plans, including plan view and elevation view, drawn to scale, with sufficient clarity and detail dimensions to show the nature of the work to be performed, must accompany each application. The plans must show the size and type of materials to be used.
 - B. The plans must identify and show the location of existing and proposed utilities, plumbing and electrical fixtures, electric panel, exterior windows (including type) and/or doors, receptacles, smoke detector, furnace, walls, stairs, and all other pertinent information, as concisely and clearly as possible.
2. *Code Requirements:* Construction and materials must conform to the provisions of the International Residential Code 2003.
 - A. Smoke detectors must be wired to the house current, interconnected and having a battery back up. Refer to specific requirements on the last page of this handout.
 - B. At least one switch-controlled lighting outlet must be installed at each end of every hallway or stairway.
 - C. Furnaces, water heaters and any other gas-burning appliances must be located so that the required amount of combustion air and three feet (3') of service area is supplied in front of every device. The input rating (btu's) of all fuel burning appliances must be specified.
 - D. If electrical or plumbing work is done by any person other than the owner of a single-family dwelling in which that person lives, a copy of the Electrical Contractor's License and/or a copy of the Plumber's and Plumbing Contractor's License must be submitted with the permit application.
 - E. Stairs must have hand/guard rails that will not allow a four inch (4") sphere to pass through.
 - F. The minimum allowable clear ceiling height for basements is six feet six inches (6'6"), except for under beams, girders, ducts or other obstructions where the clear minimum allowable height is six feet four inches (6'4").
 - G. The minimum room size, including bedrooms, is one hundred (100) square feet. The minimum bedroom closet size is seven (7) square feet.

- A Permit is Required Before Any Work Begins -

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Residential Finished Basement Permit Requirements, continued.....

- H. When the area under any stairs is to be used for storage of any type, the underside of the stairs and all walls that confine and define the storage area must be dry-walled and taped.—Specify one-half inch (1/2") minimum type X fire code drywall.
 - I. All new or additional devices such as, but not limited to, furnaces, whirlpool tubs and pre-fab fireplaces require the submittal of the manufacturer's installation instructions.
 - J. Every wall two feet (2') or longer must have at least one receptacle. The minimum receptacle spacing in habitable areas must be such that at no point along each wall is there more than six feet (6') measured horizontally from a receptacle.
3. *Inspections:* Inspections are required as follows:
- A. Plumbing, heating, and/or electrical work — before covering or concealment.
 - B. Framing — after plumbing, mechanical and electrical rough-in and before covering, concealment or before insulation is installed.
 - C. Insulation — after rough inspections and before drywall is applied.
 - D. Final — when construction is completed and before occupancy or use.
- Call **871-6230** to schedule inspections at least twenty-four (24) hours in advance.

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SMOKE ALARMS [DETECTORS]

- A. Smoke alarms [detectors] must be installed in the following locations;
1. In each sleeping room.
 2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
 3. Smoke alarms [detectors] are required on each story of the dwelling, including basements 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 [detector] installed on the upper level will suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level.
- B. All smoke alarms [detectors] must be listed and installed in accordance with the provisions of International Residential Code 2003 and the household fire warning equipment provisions in the National Electric Code 2002 [NFPA 72].

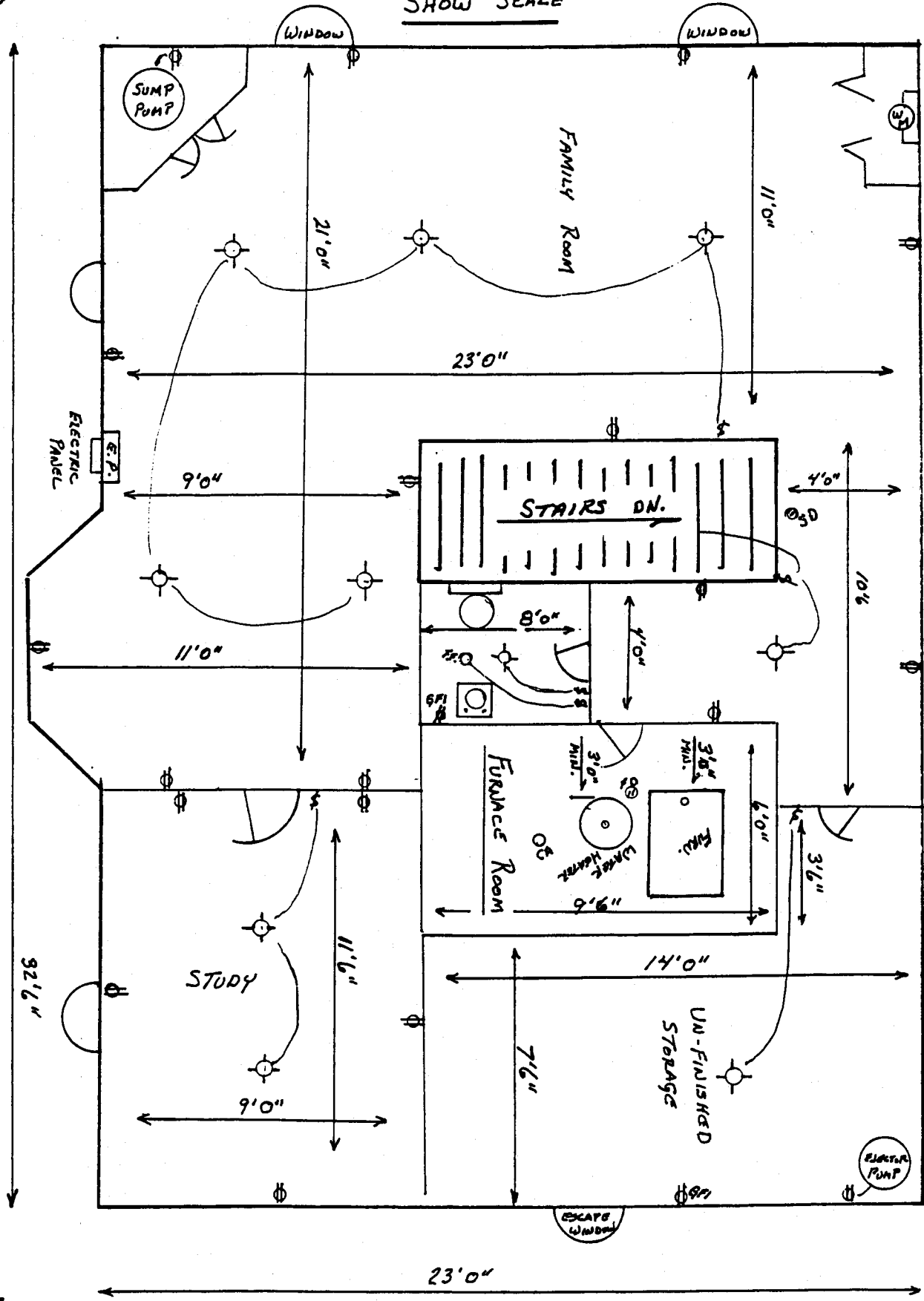
- A Permit is Required Before Any Work Begins -

SAMPLE ONLY

Basement Finish (plan view)

SHOW SCALE

SAMPLE ONLY



- ⊙ light
- ⊕ receptacle
- ⌘ switch
- ⊙ smoke detector
- EP ELECTRIC PANEL
- F.F. EXHAUST FAN VENTED OUTSIDE
- GFI GROUND FAULT INTERRUPTER
- WM WATER METER
- CA COMBUSTION AIR
- FD FLOOR DRAIN

SAMPLE ONLY

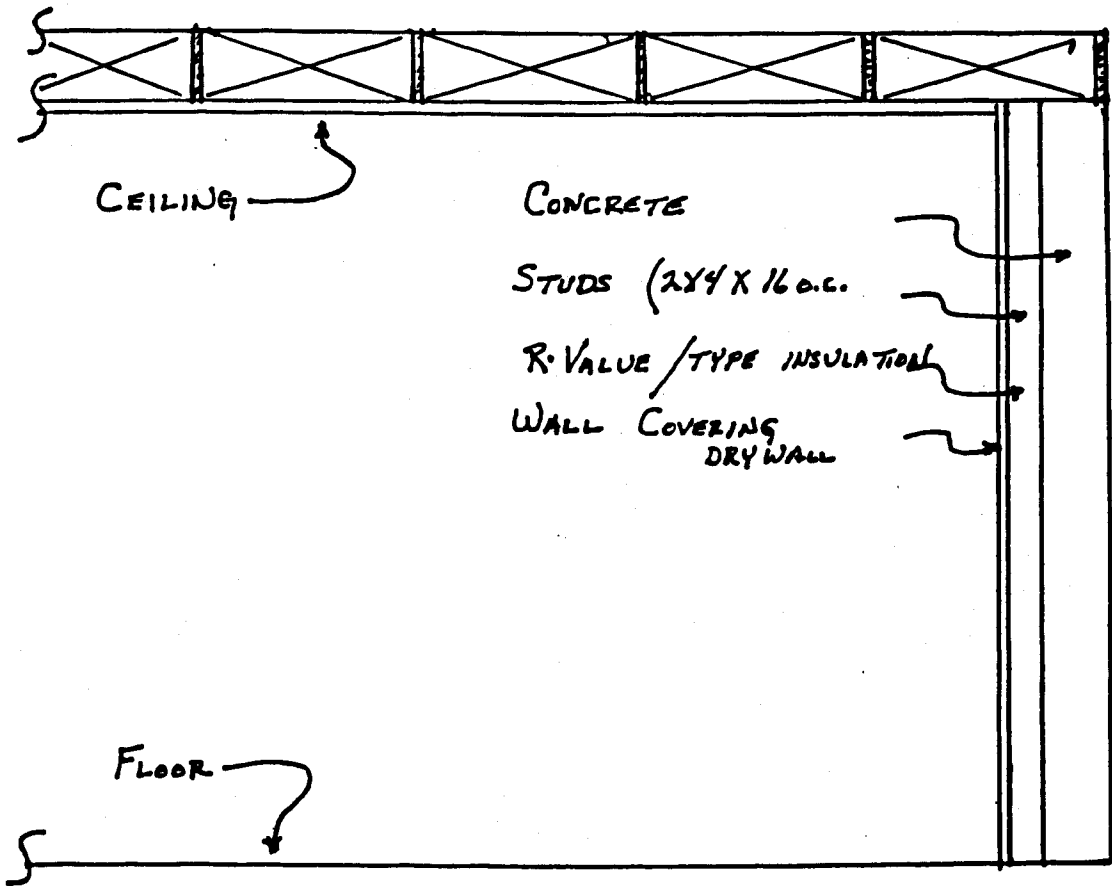
SAMPLE ONLY

Basement finish (ELEVATION VIEW)

SAMPLE ONLY

SAMPLE ONLY

SHOW SCALE



Sample Only