

# FINISHED BASEMENT

## *Village of Carol Stream*

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

### CHECKLIST

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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: \_\_\_\_\_

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**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 -