

Basement Build-Out Plan Review Requirements

Submit a permit application with two sets of drawings depicting the proposed construction drawn to scale.

Indicate the location of all electrical devices with universal electrical symbols. Submit wall cross section indicating stud dimensions and spacing, insulation to be used and finished wall material.

Indicate location of existing and proposed windows including the escape window, if applicable.

All new branch circuits/125v, 15 and 20amp shall be arc fault protected.

Indicate finished ceiling material and height (electrical junction boxes must remain accessible). Conduit and/or AC cable (BX) is to be used for electrical systems. AC cable is not allowed to be exposed in the ceiling. (Non metallic sheathed cable (Romex) is not allowed)

A GFCI protected receptacle will be required in any unfinished portion of the basement if one is not already installed.

All new residential outlets shall be listed as tamper resistant receptacles.

Indicate combustion air source for furnace and water heater, unless both are sealed combustion units (90% efficient units).

All bathroom and wet bar countertop receptacles must be GFCI protected.

Mechanical ventilation is required to be installed in bathrooms and must be a direct vent to the exterior.

Under stair closets and/or storage areas must have 1/2" fire rated drywall installed.

110v smoke detectors wired in series with battery backup are required to be installed in all bedrooms, within 15 feet of the bedrooms, on each floor level, including the basement area.

Carbon monoxide detectors are required within 15 feet of the bedrooms.

Basement bedrooms must have a smoke detector and escape window within the room.

Sample of a Basement Plan

