



BASEMENT GUIDELINES

The following items are required when altering, remodeling, modifying, or finishing a basement:

- A permit is required. Apply on line at www.oak-park.us.

Structural

You must submit scale drawings of the basement plan for a permit, but they do not have to be prepared by a licensed architect or structural engineer unless there are structural changes.

- Provide a detailed floor layout that includes dimensions and labeling of usage of all rooms
 - Every bedroom requires two means of egress from a newly finished basement and each bedroom. Window wells must be a minimum of three feet by three feet, with a clear opening a at least 24 inches high by 20 inches wide or 20 inches wide by 41 inches high). The window a sill can be no greater than 44 inches above the floor. The egress window must be accessible with a permanent ladder.
 - Documentation if the existing stairs are to remain or be altered. If they are to be altered, provide complete details. Existing stairs may be reused, but new stairs must follow the requirements for new stairs for width and riser and tread size.
 - i. Stairs – Stairs must be a minimum of three feet wide, with handrails if there are four or more risers. Handrails must be 34 inches to 38 inches high. A landing of at least three feet by three feet is required at all exit doors. Stair risers must be a no higher than 7.75 inches, with a minimum tread of 10 inches. Guardrails must be at least 36-inches. Drywall is required on the underside of stairs.
 - Provide access location for the water meter
 - Insulation shall comply with the state adopted International energy code requiring a minimum insulation of an R-19 (provide a space between the stud and wall
 - Fire block between all horizontal spaces and vernicle spaces as well as ever 300 ft. horizontally.
 - Existing finished ceiling height in non-habitable spaces in basements may not be reduced.
 - Exterior walls of habitable spaces in basements must be insulated with R-19 insulation between the studs (5 ½" fiberglass batts or 3 ½" polyisocyanurate boards).
 - If basement walls are furred out with wood studs, they must be pressure-treated wood if they are attached to concrete floor or walls.
- **Electrical**
 - Provide a layout showing the required lighting,
 - Outlet locations-separate circuit electrical outlets located every 12 feet and within 6 feet of doors.
 - Smoke Alarms – Hardwired and interconnected smoke alarms are required in common areas and in each bedroom. A CO detector is also required if a bedroom is on the basement level.
 - Outlets shall have arc fault protection, with tamper resistant protection
 - Lights – Light fixtures in the closets must be shall be recessed or fluorescent.
 - Habitable areas of basement must have electrical outlets every 12 feet.
 - Basement bathrooms, laundry rooms, storage, unfinished areas and work rooms must have ground-fault protected outlets.
 - A hard-wired smoke alarm must be provided in each basement bedroom and within 15 feet outside of each bedroom door.
 - A hard-wired carbon monoxide detector must be provided within 15 feet outside of a bedroom door.
 - Wiring may be non-metallic sheathed cable (Romex), armored cable (BX), flexible metal conduit (Greenfield), electrical metallic tubing (EMT or "thin wall") or rigid metal conduit, installed in accordance with code.
 - Closet lights must be LED, fluorescent or recessed incandescent type.
 - The electrical panelboard must have a 30" wide x 36" deep space in plan for service access.

- **Plumbing**



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- Provide a complete detail of any and all plumbing
- **HVAC**
 - Provide a layout showing all supplies and returns including the HVAC unit details
 - The HVAC and water heater must have a minimum of 33 inches by 30 inches to ensure service access, with a service light and outlet with ample combustibile air. Mechanical rooms may require vents at the top and bottom of walls and doors to obtain combustibile air from the common space.
 - Appliances must be installed per manufacturer’s installation instructions.
 - Bathrooms – An exhaust fan to the exterior and GFCI outlets are required.
 - Provide a detail showing combustibile air supply for the HVAC unit(s) and water heater if applicable.
 - Provide details of all exterior exhausts as not to affect neighboring properties and maintain fire resistance ratings for homes near 3’ from lot lines.
 - If a gas-fired furnace or water heater is enclosed in a room, he enclosure must have mechanical louvers or vents at the top and bottom of the wall to provide combustion air.
 - A high efficiency gas-fired furnace or hot water heater flue may pass through an exterior wall, but if the wall is closer than 3’-0” from the lot line, the flue must be provided with an intumescent fire collar.
 - The furnace and water heater must provide at least a 33” x 30” space in plan for service access.
 - A high efficiency gas-fired furnace may discharge condensate into a nearby floor drain or may be equipped with a pump to discharge condensate to a sanitary waste line.

Note: This guideline is not all inclusive of the related codes and laws that pertain to this construction refer to the actual code book for details. The permit process is a check and balance system that normally involves a designer, plans examiner, contractor, and inspector to ensure the best quality and safest construction possible. As much as the mentioned professionals attempt to achieve full code compliance every effort has been made to identify all code deficiencies however; failure to identify a code deficiency during plan review and inspection does not alleviate any obligation to comply with all applicable code provisions.

<h2 style="margin: 0;">ONLINE SERVICES</h2> <h3 style="margin: 0;">to better serve you...</h3>	<ul style="list-style-type: none"> • Online Permit submittal is available • Online Permit Status is available • Online Inspection scheduling is available at www.oak-park.us
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Approved plans shall be available on site at all times	All previous inspection reports shall be available on site
Any changes to the approved construction documents shall be resubmitted in triplicate for a re-review & re-approval	
Police/Fire@911 NICOR @888-642-6748 ComEd@800-344-7661 J.U.L.I.E 811 OSHA 847-803-4800	
In general, nothing should be concealed unless a passing inspection has been issued TO SCHEDULE AN INSPECTION CALL: 708-358-5430 or at www.oak-park.us	