



FAQ BASEMENT BUILDOUT / REMODELING

Permit Requirements

- No HOA approval is required unless aesthetic changes are made to the exterior of the premises. In such cases, you must acquire an HOA approval letter prior to applying for Village permit.
- Your Village permit application must include the valuation of the work to be done and the names, addresses, and telephone numbers of all contractors.
- No work shall commence without a properly issued permit.
- Must provide one set of construction drawings (1/4 inch = 1 foot).
- Due to uniqueness of each project, additional information may be required.

Specific Drawing Requirements (Any plans with pages larger than 8-1/2 x 14 or 15 or more pages must be submitted as a hard copy.)

- Floor plan of entire basement identifying each room; i.e. recreation room, furnace room, storage room, etc.
- Provide size and type of materials to be used for walls, doors, and ceiling. Indicate finished ceiling height (min. 7'-0" in habitable spaces and min. 6'-4" at beams, ducts and other obstructions).
- Indicate headroom (min. 6'-8" measured vertically from the sloped plane adjoining the tread), handrail height (located 34" – 38" from tread nosings), stair width (min. 36" wide), riser height (max 7-3/4") and tread depth (min. 10" measured from a right angle between vertical planes of the foremost projection of adjacent treads for all new stairs).
- If plumbing work is being done, provide a plumbing riser diagram for water, waste and vent lines, including sizes and materials.
- Electrical drawings to include electrical service size, available circuits and number and size of new electrical circuits. Also include location of new and existing switches, lighting, and receptacles. Show location of service panel.
- Show location of smoke detector(s).
- Mechanical drawings showing location of new or existing supply air and return air ducts.
- Provide information for combustion air requirements for enclosed furnace room based on input BTU's for all gas appliances.
- Indicate bath exhaust, if applicable, to be vented to outdoor air.

Inspection Requirements

Each discipline of the project (i.e. electrical, plumbing, etc.) requires two inspections (rough and final). It is preferred that all disciplines rough inspections together and likewise all disciplines receive final inspection together.

This is not a comprehensive list of all requirements. You must comply with all applicable building codes as adopted by the Village, including but not limited to the 2003 International Building Code.

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