



Guide to Basement Finish Permits

Fees

- **Building Permit \$ 75.00** (plus **\$10.00** per 100 square feet or fraction thereof).
- **Electrical Permit \$ 75.00** (plus **\$ 5.00** per 100 square feet (or fraction thereof).
- **Hvac Permit \$ 25.00** (plus **\$ 2.00** per 100 square feet (or fraction thereof).
- **Plumbing Permit \$ 60.00** (plus **\$15.00** per fixture or device).
- The Building, Electrical, Hvac and Plumbing Permits will all require a 1% State of Ohio Fee. These fees are collected after a building permit has been issued and are not required at the time of the application.

Application Requirements

- Completion of an application form furnished by the building department.
- Two (2) sets of plans of sufficient clarity to indicate how the proposed basement finish will be constructed (see plan requirements).

Action on the Application

- The building department will examine the application and plans of the proposed basement finish within two weeks or ten working days.
- If the application and plans of the proposed basement finish conform to the building codes, the applicant is notified and a building permit is issued. The applicant shall pick up one set of the approved plans and pay the permit fees prior to the start of construction.
- If the application and plans of the proposed basement finish do not conform to the building codes, the applicant is notified and the reasons for the disapproval will be given in writing.

Time Limitations

- Work shall commence within twelve (12) months of the approval of the residential construction documents. One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars (\$100.00). If in the course of construction, work is delayed or suspended for a time period of six (6) months, the approval of the plans or drawings is invalid. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension.

Have Questions or Need Help

- If you have questions regarding building issues pertaining to the basement finish, please call 614.901.6650, option 4, and ask to speak with a building inspector.

Plan Requirements

Floor Plans - The floor plans shall include an existing floor plan and a proposed floor plan of the area(s) being altered or changed, and shall be sufficiently labeled to indicate each area's proposed usage. The plans shall include the locations of the existing water heater, furnace, electrical service panel, sump pump, water meter, and windows.

Framing Plans - A typical framing plan shall fully describe the new wall construction and list the type of fire blocking between the top plate and the foundation, fire blocking at soffits and dropped ceilings, and list the type, size, and spacing of the wall framing members. Note: conventional lumber would require a pressure treated bottom plate. Enclosed accessible spaces under stairways shall list 1/2 inch drywall coverage on the walls and ceiling.

Electrical Plans - The plans shall show the locations of all switches, outlets, and light fixtures. Electrical wiring schematics are not required. Note: Mechanical appliances out of sight from the electrical service panel require disconnect switches.

Plumbing Plans - The plans shall show the plumbing fixture locations, dimensions, and access clearances. Plumbing schematics are not required for water lines, or drain, waste, and vent lines.

Hvac Plans - If the furnace and water heater appliances are gas operated and are not direct vented (power vented) and will be enclosed in a room, then combustion air openings shall be shown in the top 12 inches and bottom 12 inches of the mechanical room walls to allow the air circulation from adjacent spaces. The hvac plans shall show new supply air and return air branch ductwork sizes, runs, and termination boot locations for the newly created habitable spaces. The hvac system shall be designed to maintain a temperature of 68 degrees at 36 inches above the floor, and 24 inches away from exterior walls.

General Notes

- The plans shall include some general notes for items that cannot be described very well in pictorial form. This may include items such as the overall ceiling height, and ceiling height under ductwork and beams.

Plan Considerations

- If a basement bedroom is proposed, it will require an emergency escape and rescue window within the bedroom.
- The window shall have a net clear opening of 5.7 square feet.
- The minimum net clear opening width shall not be less than 20 inches, and the minimum net clear opening height shall not be less than 24 inches.
- The window sill height above the finished floor shall not exceed 44 inches.
- Outside of the emergency escape window shall be a 3 foot by 3 foot area well equipped with a ladder or stairs.
- Access panels will be required at all gas shut off valves and unions, plumbing shut off valves, bathtub slip joint connections, and at all cleanouts.

Inspections

Underground & Rough Plumbing – Prior to the concealment of work, after the piping has been bedded in place, all drain, waste, and vent lines, and water lines have been installed, and pressure tests have been applied.

Rough Electrical – Prior to the concealment of work, after all wiring is run, boxes are set, and splices are complete.

Rough Hvac - Prior to the concealment of the ductwork, all new ductwork has been installed and all joints are sealed. This inspection is performed in conjunction with the framing inspection. Note: openings and cable penetrations through return air spaces shall be sealed.

Framing – After the approvals of the rough plumbing and rough electrical inspections, and before the installation of insulation.

Insulation – After the approval of the framing inspection, and prior to the installation of drywall. Note: full depth insulation is required in each exterior wall stud cavity (including corner studs).

Final Plumbing - Prior to the occupancy inspection, after all the fixtures are set and all plumbing work is complete. Note: protection plates are required.

Final Electrical - Prior to the occupancy inspection, after all the devices and fixtures are set, and all electrical work is complete.

Smoke alarms - Smoke alarms shall be hardwired with battery backup. Smoke alarms are required in bedrooms, immediately outside of bedrooms, and within five feet of the stairway.

Final Hvac - After all hvac work is complete, this inspection is performed in conjunction with the occupancy inspection.

Occupancy - After the approvals of the final plumbing and final electrical inspections, and after the completion of all interior work.

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