

# BASEMENT REMODEL/FINISH PERMIT TIPS

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- ◆ It is recommended that treated wood be utilized for sill plates.
- ◆ Dropped ceilings, soffits, and the space between the framed perimeter wall and the concrete wall must be fire blocked with 2 inch nominal lumber, ½ inch drywall, ¾ inch structural sheathing or rock wool. The perimeter wall must be fire blocked from floor to ceiling every 10 feet. In addition, fire block the space between the top plate and the concrete wall.
- ◆ Enclosed accessible space under stairs shall be protected on the enclosed side with ½ inch gypsum board. This includes walls, under stair surface, and any soffits.
- ◆ If the volume of the space in which fuel-burning appliances are installed is not greater than 50 cubic feet per 1,000 BTU/hour aggregate input rating of appliances, combustion air is required. Two openings are required; one opening shall be within 12 inches of the bottom space. Each opening shall have free area equal to a minimum of 1 square inch per 1,000 BTU/hour input rating of all appliances installed within the space, but not less than 100 square inches.
- ◆ No space other than a bedroom may be used for regular sleeping purposes. Bedrooms in basements having an average finished floor elevation more than 3 feet 6 inches below the average outside grade are prohibited. Basement bedrooms shall meet all the applicable standards for a habitable area and sleeping area to be allowed.
- ◆ Any bedroom must have an egress window a minimum of 24 inches in height, 20 inches in width, a total area of 5.7 square feet, and sill height no greater than 44 inches from the floor. The horizontal dimension of a window well shall provide a minimum net clear area of 9 square feet with a minimum horizontal projection and width of 36 inches.
- ◆ A minimum ceiling height of 7 feet must be maintained. Beams spaced not less than 4 feet on center may be 6 feet, 8 inches. Basement hallways and other non-habitable spaces may be 6 feet 8 inches.
- ◆ Insulation shall have a vapor barrier (plastic is prohibited) and maintain 1 inch air space between insulation and outside wall. R-13 is required for batt insulation. R-10 for continuous insulation blanket.
- ◆ **The items above are not necessarily the only, nor all of the provisions for which compliance is required. Omission of reference to any provisions shall not nullify any requirements of applicable codes.**
- ◆ A list of all required inspections will be provided when permit is issued. Minimum 48 to 72-hour notice on all inspections. **Call 630/226-8470 to schedule inspection.**

To obtain a permit, please visit <https://bolingbrookil.viewpointcloud.com/> and submit the following:

1. The online permit application.
2. A complete set of plans including structural (framing), electric, plumbing diagrams, and heating. The set must have a floor plan that indicates the existing structure of the basement and another floor plan that indicates the proposed improvements, including new supply and return air duct sizes and vent opening sizes. Also include electrical conduit types and sizes. Please see attached example.
3. A letter of intent from the plumber shall be included. That letter shall be written on the licensed plumber of record's business stationery and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized. (If applicable)
4. **PLAN REVIEW FEE:** \$ 50.00. Plan review fee must be paid when application is submitted. Building permit/inspection fees will be determined after completion of review.

All general and subcontractors must be currently registered with the Village of Bolingbrook, Building Division in accordance with Chapter 10 of the Bolingbrook Municipal Code prior to issuance of a Building Permit.

**Apply Online and Track Your Permit Status at:**

<https://bolingbrookil.viewpointcloud.com/>

**PLANS ARE REVIEWED UNDER THE FOLLOWING CODES:**

**BUILDING INSPECTION DIVISION**

1. 2018 International Building Code
2. Most recent Illinois State Plumbing Code
3. 2018 International Mechanical Code
4. 2018 International Fuel Gas Code
5. 2018 International Energy Conservation Code
6. 2017 National Electric Code
7. Illinois Accessibility Code, effective October 23, 2018
8. 2018 International Residential Code
9. Chapter 10 of the Bolingbrook Municipal Code

**ELECTRIC CODE REQUIREMENTS**

**Please make note of the following section of the National Electric Code: 210-52. Dwelling Unit Receptacle Outlets.**

- (a) **General Provisions.** In every kitchen, family room, dining room, living room, parlor, library, den, sunroom, bedroom, recreation room, or similar room or area of dwelling units, receptacle outlets shall be installed so that no point along the floor line in any wall space is more than six (6) feet, measured horizontally, from an outlet in that space, including any wall space two (2) feet or more in width and the wall space occupied by fixed panels in exterior walls, but excluding sliding panels in exterior walls. The wall space afforded by fixed room dividers, such as freestanding bar-type counters or railings, shall be included in the six (6) foot measurement.

As used in this section, a "wall space" shall be considered a wall unbroken along the floor line by doorways, fireplaces, and similar openings. Each wall space two (2) feet or more wide shall be treated individually and separately from other wall spaces within the room. A wall space shall be permitted to include two (2) or more walls of a room (around corners) where unbroken at the floor line.

(FPN): The purpose of this requirement is to minimize the use of cords across doorways, fireplaces, and similar openings.

Receptacle outlets shall, insofar as practicable, be spaced equal distances apart. Receptacle outlets in floor shall not be counted as part of the required number of receptacle outlets unless located close to the wall.

The receptacle outlets required by this section shall be in addition to any receptacle that is part of any lighting fixture or appliance, located within cabinets or cupboards, or located over five and one-half (5 1/2) feet above the floor.

Exception: Permanently installed electric baseboard heaters equipped with factory-installed receptacle outlets or outlets provided as a separate assembly by the manufacturer shall be permitted as the required outlet or outlets for the wall space utilized by such permanently installed heaters. Such receptacle outlets shall not be connected to the heater circuits.

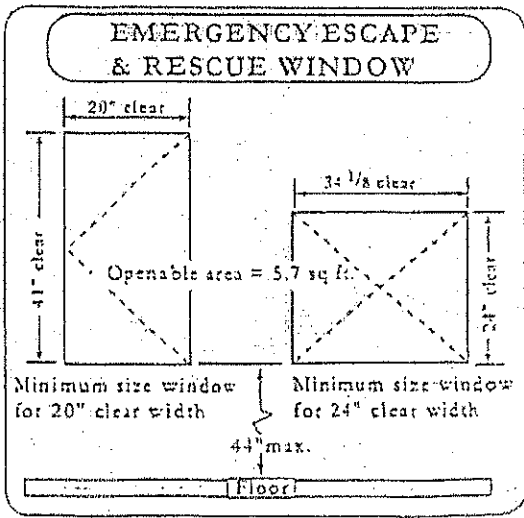
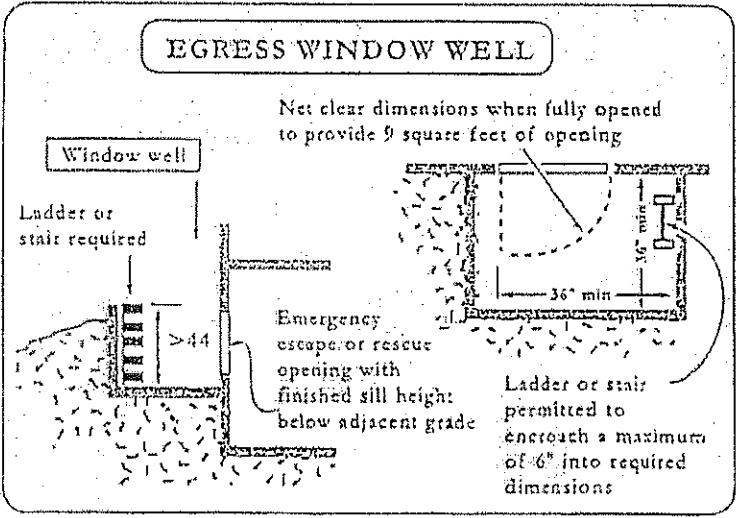
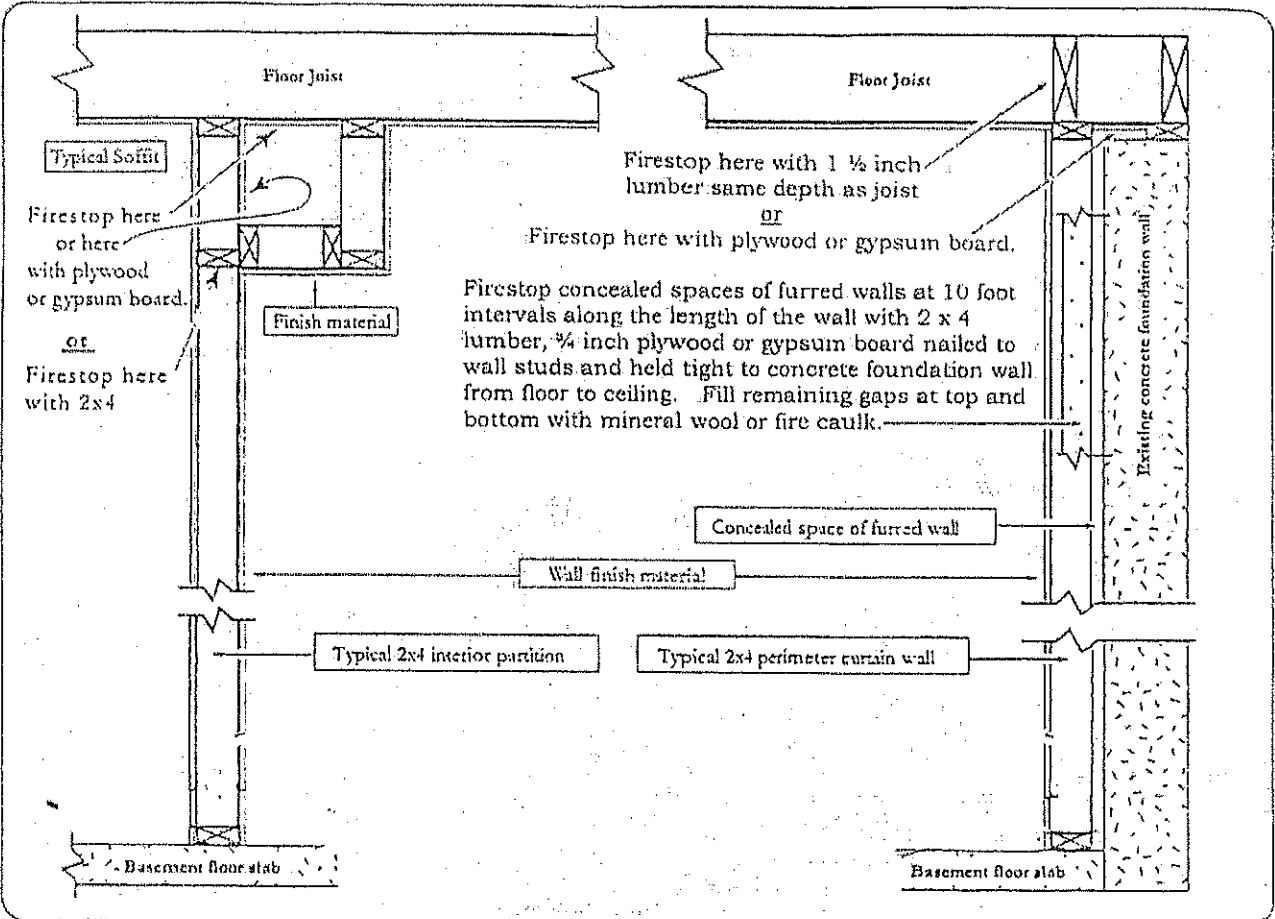
(FPN): Listed baseboard heaters include instructions that may not permit their installation below receptacle outlets.

- (d) **Bathrooms:** In dwelling units, at least one wall receptacle outlet shall be installed in bathrooms within 900 mm (3 ft) of the outside edge of each basin. The receptacle outlet shall be located on a wall or partition that is adjacent to the basin or basin countertop. See Section 210-8(a)(1).

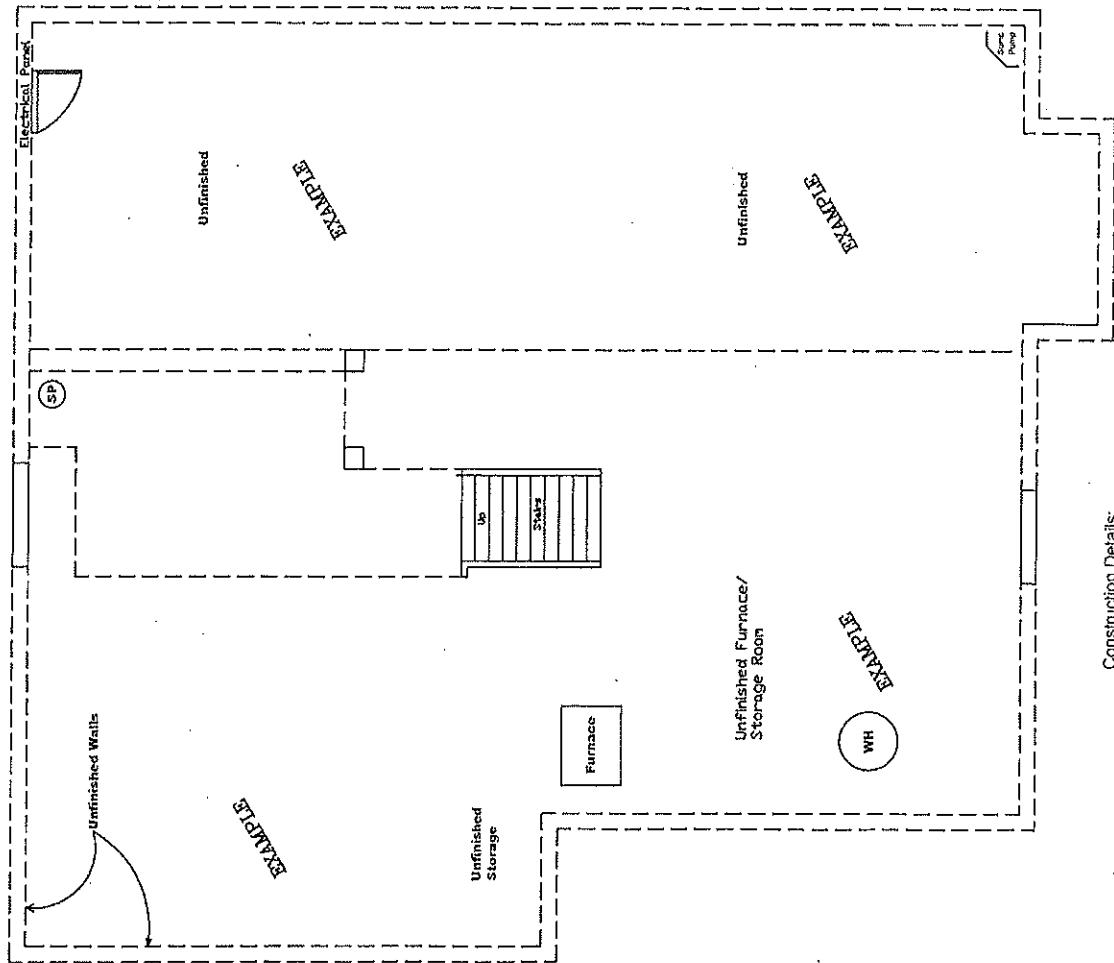
***Please note: Processing time is 15-20 business days; however, if the application is incomplete the review time may be longer.***

Construction/Permit questions: Building Division 630/226-8470

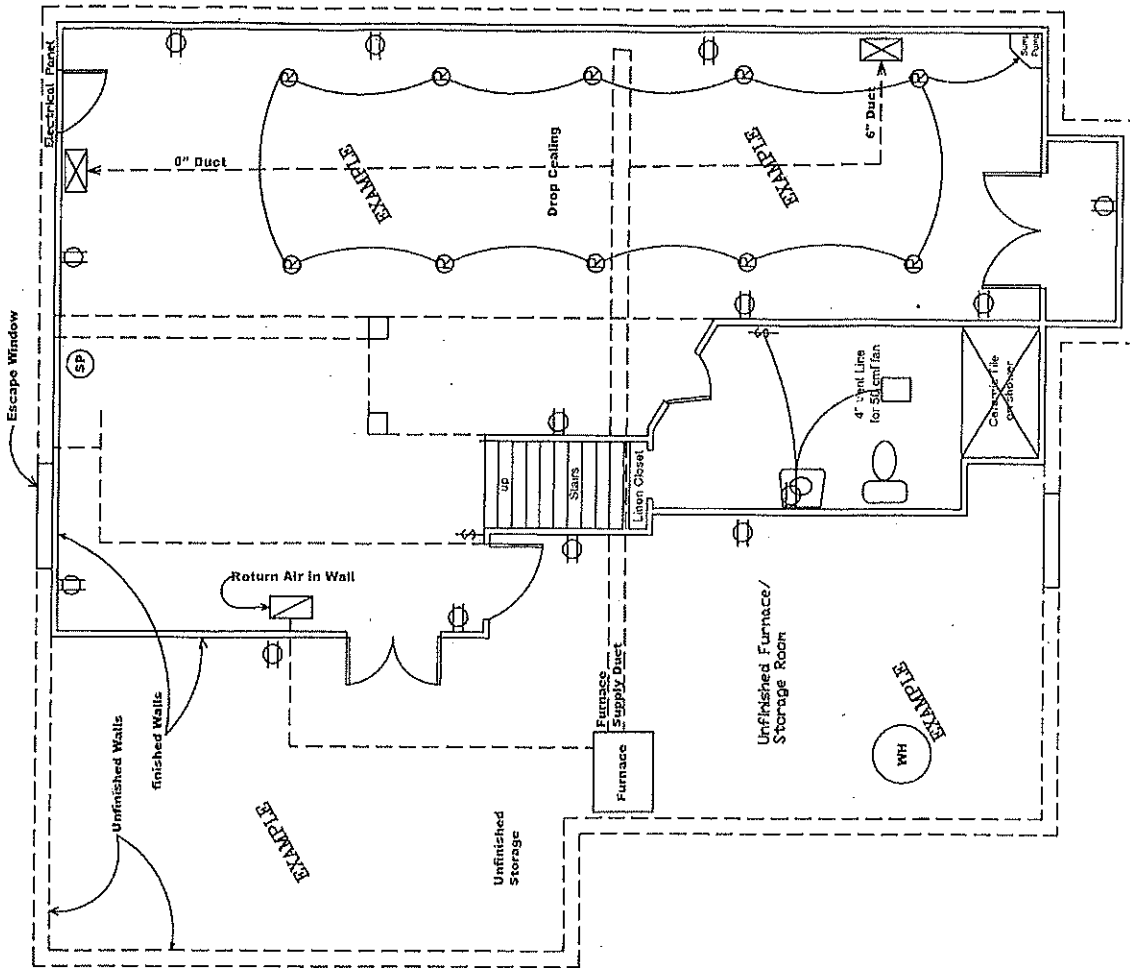
# VILLAGE OF BOLINGBROOK - BASEMENT FINISH DETAILS



**BEFORE**



**AFTER**



**Construction Details:**

- Framing \_\_\_\_\_
- Insulation \_\_\_\_\_
- Drywall \_\_\_\_\_
- Electric Info \_\_\_\_\_
- Duct Size \_\_\_\_\_
- Ceiling Type \_\_\_\_\_
- Ceiling Height \_\_\_\_\_

**Legend**

- Outlet
- Lights
- Recess Can Lights
- Supply Vent Location
- Return Air Location
- Switch