



15440 South Central Avenue, Oak Forest, Illinois 60452-2195
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BASEMENT FINISH GUIDE

PERMIT PROCEDURE:

- Submit completed [Building Permit Application](#)
- Submit completed [Contractors List](#) (All contractors must be registered prior to permit issuance)
- Submit signed contractor contract/proposal
- Submit copy of Architectural Plans

Floor Plan to include:

- All existing and proposed walls for the entire basement; label use of each room
- Furnace and water heater locations; provide combustion air calculation worksheet
- Electrical panel location, size of service and any proposed upgrades
- Electrical plan including receptacles, lighting, switches, smoke alarms, electrical appliances
- Existing and proposed plumbing fixtures including sump and sanitary ejector pits. Include supply and waste/vent diagram if adding new plumbing fixtures
- Supply and return vent locations
- Location of emergency egress window

Cross Section to include:

- Size, type and number of top/bottom plates
- Size and spacing of wall studs
- Fire blocking materials and technique
- Location and R-value of required insulation
- Proposed ceiling height

CODE REQUIREMENTS:

- 2018 International Residential Code
- 2018 Chicago Electric Code
- State of Illinois Plumbing Code (2014) [with local amendments](#)

CONSTRUCTION REQUIREMENTS:

The following are code highlights and are not intended to cover all requirements:

- Basements with habitable space and any sleeping room in the basement are required to have an emergency egress window.
See [Emergency Escape and Rescue Opening Supplement](#) for details.
- Interconnected smoke alarms are required to be installed in every sleeping room, adjacent to sleeping rooms and on every floor including the basement. This requirement includes existing dwelling. Wireless transmission allowed with host alarm hard wired
- Wall or bottom plates installed against concrete must be treated lumber
- Underside of stairs shall be finished with 5/8th drywall
- Stairs shall have handrail/guardrail entire length of flight with ends returned into wall
- Supply and return ventilation air shall be provided to the finished space
- Gas-fired appliances (furnace, water heater) in basement shall have adequate combustion air
- All junction boxes, valves, unions and cleanouts shall be accessible
- Receptacles not required to be GFCI protected shall be arc-fault protected
- All additional circuits shall have separate circuit breakers
- Minimum R-15 insulation is required for all basement walls that surround the finished area. Exposed insulation must meet flame spread rating of 25 and smoke developed index rating of 450

INSPECTIONS:

- Underground Plumbing (if applicable) – prior to cover
- Rough Framing, Mechanical, Electric, Plumbing – prior to insulation/ceiling tile installation
- Insulation – prior to cover
- Final Basement Finish

FEES:

- Permit: 1% of Construction Valuation
- Additional Inspections deemed necessary: \$60 Missed or Re-inspections: \$60
- Retainer: \$250 – returned after final inspection approval