Building Inspection Department
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INFORMATION NEEDED FOR BUILDING PERMIT APPLICATION FOR BASEMENT REMODEL, ADDITION OR ALTERATION

You must complete a Building Permit Application and submit plans for any home project to be reviewed by the Building Inspector. Please provide a complete set of drawings/plans and all requested information with the Building Permit application. The approval process may take up to two weeks dependent on workload; however, information and plans/drawings must be complete for the review process to begin. *Failure to provide the required info will cause delays and possible rejection of permit application.*

Probably the most challenging part of any home improvement project is to remodel the basement. Basements hold the most plumbing, electrical, and heating, along with access to utilities and equipment. Remodeling needs to be designed and completed to allow access to all utilities and equipment.

With this in mind, please provide the following information when submitting your plans and application for review and approval:

ITEMS TO BE SHOWN ON PLANS – *Submit 3 copies*

- Plans drawn to a scale of ¼" = 1' (1 foot).
- Label the use of each room with the square footage, as well as dimensions of hallways.
- Electrical plans. Electrical load calcs, as needed/service size.
- Show smoke/CO_2 detectors.
- Plumbing info (fixture/equipment locations and venting).
- Heating info (location of equipment, supplies and returns).
- Construction detail of walls and ceilings, along with proposed ceiling heights. Show type, size and spacing of studs. Include size of headers in load-bearing walls.
- Balanced exhaust/combustion worksheet.
- Natural light/ventilation provided, or a minimum air exchange per hour.
- Location of second means of egress/exit, if needed/provided.
- Proposed floor, ceiling and floor finishes.
- Door sizes and locations.
- The location of ALL equipment and utilities.
- Maintain access to all equipment, as well as electrical panel.
- For an addition to the building, provide a survey with proposed location with setbacks.
- Subdivision approval may be required; check with your homeowner's association.

BUILDING PERMIT FEES

- **Alterations** (including Basement Remodels)**:** 30¢ per sq. ft., plus $50 Plan Review fee and $50 Occupancy Permit fee.
- **Additions:** 30¢ per sq. ft., plus $75 Plan Review fee and $50 Occupancy Permit fee. A refundable $500 Cash Bond for Cleaning and Repair of Streets, Sidewalks, Curbs, etc., and a refundable $600 Cash Bond for Landscaping/Grading/Digging/Erosion Control are also required.
- The minimum fee is $55, plus the applicable Plan Review and Occupancy Permit fees.

EXPIRATION OF PERMIT

The Building Permit shall become void unless operations are commenced within four (4) months from the date the permit is issued, or if the building or work authorized by such permit is suspended at any time after work is commenced for a period of more than sixty (60) days. The Building Permit shall expire twelve (12) months from the date the permit is issued. Time periods referenced herein may be extended by the Building Inspector if the delay was due to conditions beyond the control of the applicant. No additional permits for the same work will be issued unless a timetable of completion is agreed upon by the Building Inspector.

edited 1/6/15

ADDITIONAL PERMITS REQUIRED

- An **Electrical Permit** is required for all new electrical work. Only a State licensed Master Electrician may take out the permit and do the work.
- A **Plumbing Permit** is required for all new plumbing work. A licensed plumber or the homeowner may take out the permit and do the work.
- An **HVAC Permit** is required for all new HVAC work (furnace, A/C, ductwork).

INSPECTIONS REQUIRED

- A **rough inspection** of the following prior to walls being enclosed: framing, electrical, plumbing and heating.
- A **final inspection** is required for Occupancy.

OTHER ITEMS OF IMPORTANCE:

- All projects are subject to the Wisconsin Uniform Dwelling Code, which can be found online at www.legis.state.wi.us/rsb/code/codtoc.html
- Effective February 1, 2011, smoke alarms and carbon monoxide alarms must be installed in the basement and on each floor level (alarms need not be installed in attics, garages or storage areas).

BASEMENT REQUIREMENTS

- Provide access to all dampers in ducts, gas valves, water shutoffs, electric junction boxes, chimney and plumbing cleanouts.
- Provide access to electric service panel. Min. 30" wide by 36" deep in front of the panel.
- Any foam insulation used must be covered with ½" drywall. The ½" drywall equals a 15-minute thermal barrier.
- Common use area doors, such as to basement, rec room, family room, utility room, etc., must be at least 2'8' by 6'8" or have a net clear opening of 30".
- Ceiling height minimum requires 50% of square footage to be at least 7'.
- Provide cold air returns equal in area to supply air from heat runs.
- Provide air grills in walls or louvered doors to supply combustion air to furnace and water heater, if needed. If a confined space is created, see ILHR 23.06.
- Bathrooms require exhaust ventilation to the outside.
- Vapor barriers are not required to be used over insulation in walls below grade.

EGRESS WINDOW REQUIREMENTS

- If a room in a basement is intended to be used as a bedroom, the natural light, ventilation and egress requirements must be met. 8% of bedroom sq. ft. in natural light, 3.5% of bedroom sq. ft. in openable window. For egress requirements, see ILHR 21.03 (6) & (6m).
- ILHR 21.03 (6) Exits from ground floors.
  - Ground floors which are not used for sleeping shall be provided with at least one exit. The exit may be a swing door or a sliding glass door which discharges directly to grade or may be via a stairway which leads to the first floor.
  - Ground floors which include spaces used for sleeping shall be provided with at least two exits. The two exits shall not be accessed by the same stairway or ramp and shall be located as far apart as practical. One exit shall discharge to grade. The second exit may be via a stairway or ramp which leads to the first floor. Windows which comply with sub (6m) may be provided in each ground floor bedroom in lieu of the second exit from the ground floor.
- ILHR 21.03 (6m) Windows used for exiting.
  - Windows that are installed for exit purposes shall comply with the requirements of this subsection.
  - The window shall be openable from the inside without the use of tools or the removal of a sash. If equipped with a storm or screen, it shall be openable from the inside.
    1. The normal size of the net clear window opening shall be at least 20 inches in width by 24 inches in height. Nominal dimensions shall be determined by rounding up fractions of inches if they are ½ inch or greater or rounding down fractions if they are less than ½ inch.
    2. Except as provided in subd.3., no portion of the window, including stops, stools, meeting rails and operator arms of awning windows, shall infringe on the required opening.
    3. The movable sash of casement windows may infringe on the required opening width. The net clear opening width of casement windows shall be measured between the stops.
- The area and dimension requirements of the above may be infringed on by a storm window.
- The sill height shall not be more than 46 inches above the floor or the top of a permanent platform, with or without steps, installed below the window. The platform and steps, if provided, shall be as wide as the actual egress opening and have a minimum tread depth of 9 inches and maximum riser height of 8 inches.
- If a window which is provided as an exit is located below grade, then an areaway shall be provided. The width of the areaway shall be at least equal to the width of the exit window. The bottom of the areaway shall not be more than 46 inches below grade. The areaway shall be a minimum of 3 feet measured perpendicular from the wall. The areaway shall be constructed to prevent rainfall flowing into the areaway from entering the dwelling.