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**BASEMENT ALTERATION / BUILDING PERMIT APPLICATION CHECKLIST:**

All contractors must provide proof of PA State Registration and a Workers Compensation insurance certificate. You will receive a list of required inspections with your approved building permit. The Building Department will not be able to issue a Certificate of Occupancy or release any escrow until all inspections are approved.

- All construction work must comply with the Pennsylvania UCC as amended.
- Submit 2 complete sets of drawings with your building permit application
- Prepare floor plan showing basement layout, include all dimensions indicating new and existing walls, door sizes, stair width, stair railing, tread and riser dimensions, closets, mechanical room, etc.
- Provide location of all proposed plumbing fixtures, ejector pump and/or sump pump, along with a line diagram for water, drain & vent lines. All plumbing must be done by a registered plumber.
- Provide a section through the new space indicating ceiling height, type of finished ceiling, frame wall construction with species and grade of stud, finish floor material, fire stopping at exterior walls, draft stopping at drop ceiling areas.
- Provide electrical plan indicating the location of all receptacle's outlets, lighting fixtures, smoke detectors, switches & electrical panel. Prior to submittal, electrical plans must be reviewed by an electrical engineer or electrical code official with a seal of approval.
- Provide HVAC plans and calculations for the new habitable space.

Typical Basement Requirements:

- All basements require a secondary means of egress to the outside by either an access window or door. Include the size of window or door (5.7 sq. ft. minimum).
- Fire stopping shall be installed where required, in basement renovations all concealed spaces created by new walls shall be stopped.
- Access (or access panels) shall be provided for all plumbing cleanouts, water shut-offs, and electrical panels.
- If plumbing is installed, a detailed plumbing diagram must be supplied showing pipe size, length of runs, distance to vents and water feed plan.
- Air exchange grills or a louvered door must be provided when mechanical equipment is enclosed. 12" from the floor and 12" from the ceiling.
- All electrical work associated with this application shall be inspected and approved by an independent underwriting agency at both rough and final stages.
- Illuminated 3-way switched at the top and bottom of stairs shall be required.
- ½" gypsum is required under stairways when they are enclosed and available for storage.
- Stairway detail showing the rise and tread sizes of the steps.
- A railing detail showing the height of the handrail (34" – 38") and the distance between the spindles (less than 4").

- Floor plan showing what the room will be used for (bedroom, TV room, rec room etc.)
- Smoke detectors must be hard-wired, battery backup and interconnected with the existing smoke detectors.
- The ceiling height must be shown on the plans.
- Basement walls must be waterproofed or have “Dry-Lock” applied.
- If a sprinkler system is in place, please show the placement of the sprinkler heads on the floor plan.