



Basement Finishing Building Permit-Items to Submit

If you are applying for a building permit to finish a basement, the following items must be submitted:

	<p>COMPLETE YOUR BUILDING PERMIT APPLICATION ONLINE. Go to the link below:</p> <p>https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal &installationID=196</p> <p>Then go to “Permitting”, “Apply for a Permit”.</p> <p>Here you will create an online account with a user name and password. Fill in the pertinent information. Skip all of the fields that you don’t understand. Be sure to fill in the “Finished Sq. Ft Basement” field noting how many sq. ft. you will be finishing.</p> <p>Then, upload the following information. There is an UPLOAD button at the bottom of the page where you enter your permit information. You can also upload documents by signing in to your account, clicking MY ACCOUNT (on the upper right), then VIEW MY REQUESTS on the left, then click on your permit link in the middle of the page, then click UPLOAD on the left.</p>
	<p>1. FLOOR PLAN. This is a drawing of the basement showing:</p> <ul style="list-style-type: none"> ● The entire basement including cold storage. Measurements of all planned and existing walls. ● All rooms -with dimensions- labeled with the intended purpose. (Bedroom, Bathroom etc). If a room is to remain unfinished or already finished, label it as such. ● Location of electrical subpanels. (According to building code, you can’t have an electrical panel located in a closet.) ● Location of the Mechanical room (furnace, water heater etc). ● Location of all doors. ● Size and location of all windows. Also note the height of the window sills above the floor. ● Location of outlets, switches and lights.

	<ul style="list-style-type: none"> • Location of any plumbed items including toilets, showers, sinks etc. • If you are adding a kitchen, show where the appliances will be installed. • Width and location of all hallways. • Location of smoke and carbon monoxide detectors. • A note indicating the total Sq. Footage you intend to finish.
	<p>2. IF YOU ARE ADDING A KITCHEN, please note if you are going to use that kitchen for personal use or if you intend to rent the space out as an accessory apartment.</p>
	<p>3. YOU CAN DRAW ALL PLANS YOURSELF, but make sure to include all necessary information.</p>
	<p>4. IF YOU ARE GOING TO CUT INTO AN EXTERIOR WALL in order to add a door or window, or if you are going to replace a load bearing wall with a beam, you will need engineered plans, signed and stamped by an engineer.</p>
	<p>If your home was built after April, 2002, there is a flat \$70.00 fee for your permit. If your home was built before April, 2002, your permit fee will be calculated using the current Building Valuation Data Sheet from the IRC.</p>

SAMPLE DRAWING

