



BASEMENT ALTERATION

This information is designed to assist an applicant in applying for a permit for a basement remodel. This handout is not all inclusive. It identifies items we find are most often missing in permit submittals. Special circumstances or unique designs may require Village Staff to request additional information or details.

Permit Guidelines

- Completed permit application including the estimated cost of construction and all contractors and their contact information. All contractors/subcontractors must have a copy of their license, surety bond and liability insurance on file for each job done in the Village of Lakemoor.
- **Two (2) sets of plans drawn to scale**, which will include the construction guidelines listed below if applicable.
- Once submitted, Village staff reviews all documents for compliance with Village Code. You will be contacted when the permit is ready for pickup.

Construction Guidelines

- Drawings must include the following:
 - Plans shall include existing and proposed new layouts of the following:
 - Indicate all existing and proposed walls for the entire basement.
 - Furnace and hot water heater locations.
 - Electrical panel location, size of service, and any proposed upgrades.
 - Electrical plan including receptacles, lighting, switches, smoke alarms, CO2 detector and any other electrical appliances.
 - Location and size of egress window.
 - If a bedroom is to be in the basement it shall have an egress window.
 - A room with a closet could be deemed a bedroom.
 - Location of all fire blocking as per code.
 - Existing and proposed plumbing fixtures (including sump and sanitary ejector pits).
 - Supply and return vent locations.
 - Handrail specifications (must be a minimum of 34"-38" above nosing of the treads and continuously extend the entire length of one side of the stair run.
 - Any other pertinent information (fireplaces, etc.)
 - Plumbing Plan if adding new or relocating plumbing fixtures
 - Indicate the supply and waste/vent diagram. Include materials to be used as well as the sizes of the piping that is to be installed. Also indicate the required overhead sewer service on the waste/vent plan.

- All construction must comply with current codes. The inspector in the field shall determine code compliance of all items not detailed on drawings at the time of plan review.

Inspections

- Allow for 24 hours advance notice on all inspections. (Inspections are M-W-F, except holidays).
 - Underground electrical and/or plumbing (call before concealment).
 - Rough plumbing (if applicable), mechanical, electrical and framing.
 - Insulation inspection (prior to drywall installation).
 - Final plumbing (if applicable), mechanical, electrical and framing.

If you have questions on your project, you are encouraged to contact the Village of Lakemoor Building Department at (815) 385-1117.