



CITY OF WEST CHICAGO

Building Permit Guide for: BASEMENT REMODEL

Checklist for Permit Application Submittal:

- Completed Residential Building Permit Application
- TWO (2) sets of plans including:
 - Basement layout showing the size of rooms and purpose of each room (e.g., bathroom, bedroom, storage, office, etc.) and any unfinished rooms if any AND the ceiling height(s) of basement.
 - Type of framing material, e.g., 2' x 4' @ 16" on center. NOTE: All lumber in direct contact with concrete MUST BE treated lumber.
 - Type of insulation and drywall. R-13 is the minimum value required and ½" is the standard thickness of drywall.
 - Exterior walls shall have fire blocking, horizontal and vertical.
 - Provide approved handrail for stairs that return to post or wall.
 - Provide approved interconnected smoke detectors with rest of home.
 - Window sizes in each room. NOTE: All basement bedrooms require an emergency escape and rescue window opening. Net clear opening for such window shall be a minimum of 9.0 square feet (ft²) with a minimum width of 33" and a minimum height of 36". Non-bedroom areas shall have a minimum net clear opening of 5.7 ft² with a minimum width of 20" and a minimum height of 24". Maximum sill height shall be 44" above the finished floor. Window well shall be a minimum of 3 ft by 3 ft. Window wells with a vertical depth greater than 44" shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position.
 - Plumbing if applicable:
 - Provide plumbing information or a riser-diagram
 - Show if plumbing has been roughed in
 - Show which fixtures will be added
 - NOTE: Bathrooms require 20 amp circuits and GFCI within three (3') feet of sink. Exhaust fan shall exit to exterior
 - Electrical if applicable:
 - Show lighting, number of circuits and what size breakers used
 - NOTE: Per NEC 2002, electrical receptacles are required every six (6') to twelve (12') feet
 - Each room must have a switched outlet
 - Correctly label electrical panel to show new circuits
 - Bedrooms if applicable:
 - NOTES: Basement bedrooms require a minimum 2' 6" wide door, ½ drywall for all walls and ceiling, with arc-fault protection, hard-wired smoke detectors and an escape window. Ceiling height must be minimum of 7' 0". Rooms with closets are treated as bedrooms regardless of use shown.
 - NOTE: Where there are fuel-gas burning appliances, or an attached garage is present, carbon monoxide detectors must be provided on the same level as, and within 15' of all bedrooms.
 - NOTE: All storage spaces under stairways must have drywall installed.