

FINISHED BASEMENT SUBMITTAL GUIDE

Pennsylvania Uniform Construction Code (UCC) referencing
the 2009 International Residential Code

PERMIT APPLICATION

An *Application for Zoning Permit and Residential Building Permit* is to be completed and submitted along with the plans/specifications for the proposed basement alteration project. It is necessary to fill out all applicable areas of the permit application including the signature of the permit applicant. Our staff will assist applicants with questions regarding the permit application at time of submittal.

PLAN REQUIREMENTS

Two (2) copies of a floor plan identifying proposed room use are to be submitted for review and approval. At time of permit issuance, an approved set of plans will be returned to the permit applicant along with the building permit and permit amendments. The approved plans and permit must be kept on site for review when inspections are conducted.

PLAN SPECIFICATIONS

Basement Floor Plan

- Identify all existing and proposed rooms/areas in the basement. Include all room dimensions.
- Locations, sizes and types of all existing and proposed partition walls, windows and doors.
- Locations of emergency escape and rescue opening including wells or “Bilco” type stairways.
- Location of electrical service panel(s) or sub-panel(s).
- Location of stairway guards (if applicable) and continuous, graspable handrail.
- Location of all plumbing fixtures including sump and sewage ejector pits/pumps.
- Location, type, manufacturer, and model number of any proposed factory built fireplaces.
- Location and size of all dropped soffits or ceiling height changes. (Identify unique soffit heights on plans)
- Ceiling heights within finished portion of basement including heights under dropped soffits and within stairways leading to basement.
- Lumber size and on center spacing of partition wall studs with pressure treated sill plates.
- Approved fireblock material at top plate separation preventing free airflow between wall system and floor system.
- Minimum R-13 insulation within all exterior walls enclosing habitable space.