

SINGLE FAMILY RESIDENTIAL BASEMENT FINISH

How to Use This Guide

Provide 2 sets of plans and complete the following:

1. Review this Building Guide
2. Provide 2 floor plans
3. Fill out a Building Permit application. The submitted documents will help determine if the project is in compliance with building safety codes, zoning resolutions and other applicable laws.

SMOKE ALARMS:

Smoke alarms are required to be hardwired and interconnected in all new and renovated bedrooms, halls and one each level. If interior wall or ceiling finishes are not required, operated devices are acceptable.

GENERAL PERMIT INFORMATION:

A building permit is required anytime there is an addition, alteration, repair or demolition to the main structure or accessory structure on a lot or parcel.

The issuance of permits and subsequent inspections of the work performed ensures that all construction in the city is safe and in compliance with Olmsted Township's building codes and zoning resolutions. The primary purpose of these codes is to ensure a safe and healthy environment for the citizens of Olmsted Township.

Permits are reviewed and issued at the Building Department, office located in the Greenbrooke Plaza, 26908 Cook Rd. The office is open from 8:00 AM to 4:00 PM, Monday thru Friday. The Building Department will only accept money until 3:30 PM. Call 440-235-4225 for more information.

The building permit fee is based on the estimated value of the work being done and is payable after the permit is issued. Cash or check is acceptable for payment.

As a homeowner, you may act as your own contractor and do the work without a contractor's license on your own property where you live. However, if you subcontract a project, electrical wiring for example, the subcontractor must be licensed to work in Olmsted Township. You may, as a homeowner, be issued a permit for subcontracted work; however, you are also responsible for inspections and compliance with the applicable codes.

CAUTION: If you do work, or have any work done without obtaining a permit, you could be incurring liability in the event of a fire or accident related to the work. In some circumstances your insurance could be invalidated.

CALLING FOR INSPECTIONS:

Requests for inspections are recoded on the Building Inspection Schedule by calling 440-235-4225. Inspections are always made on the following day. *No inspection will be made on and work done by any unlicensed contractor or subcontractor.*

You should not proceed to cover-up any work that has not been inspected. You **SHOULD NOT** schedule any concrete or other major work for the same day as the inspection to avoid costly problems. Inspections must be called in the day before.

Most basement remodeling usually requires several inspections (rough plumbing/mechanical/electric, framing, insulation and final), please use the following information to plan for these:

- Approved plans on site.
- Underground Plumbing, Gas Line, Rough Plumbing, Mechanical and Electrical roughed in.
- Plumbing, Mechanical and Electrical roughed in (if any).
- All framing, fire blocking and bracing has been done.

INSULATION (include)

Draft stopping and fire blocking.

FINAL INSPECTION

- All Plumbing, Mechanical, Electrical and Framing work done and approved.
- All fixtures and devices installed.
- All interior surfaces installed and painted or stained.

DIRECTIONS

1. Submit one permit application.
2. Draw a floor plan with dimensions drawn to scale, showing layout of entire basement. Label the use for all rooms. **Submit two complete sets of floor plans and wall details.**
3. Show electrical outlets, smoke detectors, lighting, fans, plumbing modifications, cleanouts, furnace, and water heater.
4. Show location and size of windows, doors, stairs and window wells. Identify emergency escape and rescue windows and egress window wells with ladder.
5. Indicate locations of plumbing fixtures, water heater, furnace, boiler, air conditioner and any cooking appliances.
6. List window size and types, and window well dimensions.
7. Identify modifications to the existing structure such as posts, beams and floor joists.
8. Indicate height of dropped ceiling areas less than 7 feet.
9. Letter from an engineer (if cutting new windows or widening existing windows in concrete). This letter shall address lintel/header over window.
10. Type, size, R-value of insulation in walls and ceilings.
11. Fireplace or stove location, type and installation details.
12. Show location and size of exhaust fans and combustion air ducts.
13. Provide location of smoke detectors.

BASEMENT FINISH REQUIREMENTS

CEILING HEIGHT:

Habitable rooms may have a ceiling of not less than 7'0" as measured from the finished floor to the ceiling. Beams, pipes, and ducts may project from the ceiling not less than 6'6" from the finished floor.

HEATING AND RETURN AIR:

All finished areas are to be provided with heat. Return air is required for areas finished and provided with forced air heat or air conditioning.

SMOKE DETECTORS:

Smoke detectors shall be installed throughout the entire house, located as required for new buildings. Smoke detectors shall be installed in each bedroom and at a point centrally located in the hall or area giving access to each separate bedroom. Smoke detectors must also be installed on each story, basement and at any change in ceiling height of more than 24". Additional detectors may need to be installed dependant upon the configuration of the house as verified by the Building Inspector during inspection.

COMBUSTION AIR:

Fuel burning furnaces and water heaters are required to be provided with combustion air obtained from outside the building. The required size of the combustion air ducts is determined by using Chapter 17 of the Residential Code of Ohio. One opening is located in the upper 12 inches of the room and the other is located in the lower 12 inches of the room.

EMERGENCY EGRESS WINDOWS:

Every basement and each bedroom is required to have at least one operable window or door approved for emergency escape or rescue, which shall open directly to the exterior. The door or window shall be operable from the inside without the use of special tools. All escape or rescue windows shall have a minimum clear openable area of 5.7 square feet. The minimum net clear openable height shall be 24". The minimum net clear openable width shall be 20". The maximum finished sill height shall be 44 inches above the finished floor. Exterior window areaways (window wells) provided for escape or rescue windows shall be at least 9 square feet of horizontal area. All window wells with a vertical depth of more than 44" shall be equipped with a permanently affixed ladder.

LIGHT VENTILATION AND SANITATION:

All habitable rooms are to be provided with natural light and ventilation by means of exterior glazed openings with an area of not less than (8%) of the floor area or artificial light as approved by the building official. Natural ventilation is required with minimum openable are of (4%) of the floor area being ventilated. Habitable rooms are any space used for living, eating, sleeping or cooking. Bathrooms, toilet compartments, closets, hall, storage or utility space, and similar area are not considered habitable space.

BATHROOMS:

Toilets must be provided with a minimum of 21 inches in front of the toilet and 15 inches between the center of the toilet and any sidewall or other obstruction. Showers shall have a minimum inside dimension of 900 square inches, capable of encompassing a 30" circle and be finished 72" above the drain with non-absorbent materials. A ventilation fan is required in toilet

rooms with unopenable windows and bathrooms with a tub or shower. The fan must be vented to the exterior of the building.

INSULATION:

All perimeters below grade walls require R-10 continuous insulation. Framed walls with batt insulation in the cavities require an R-13 value.

FIRESTOPPING:

Firestopping must be installed in concealed spaces of wood-furred walls at the ceiling level, at 10' intervals along the length of the wall and at all interconnections of concealed vertical and horizontal spaces such as intersection of stud wall and soffits or dropped ceilings.

FUEL BURNING APPLIANCES:

Furnaces and water heaters cannot be located in a bedroom or bathroom. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly. For maintenance purposes, a minimum of 30" clear working space must be provided in front of furnaces and water heaters. Maintenance or removal of each appliance must be possible without removing other or disturbing walls, piping, valves, wiring and junction boxes.