



BUILDING DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545
Website: <http://www.oswegoil.org>

BASIC REQUIRMENTS FOR BASEMENT REMODELING

Required information and documents for application submittal

1. **2 copies** of the floor plans with **all** information detailed below. **(A Sample Illustration is provided within this packet)**

General

- ___ Rooms labeled as to their use.
- ___ The dimensions of each room including storage and unfinished areas.
- ___ The location of all emergency and rescue openings meeting the requirements as listed within this packet.
- ___ Ceiling height and type of ceiling to be installed.
- ___ Provide details of the wall construction. Information should include size and type of studs, on center spacing, material type in contact with concrete surfaces, and method of fire-blocking to be installed between the wall cavities and the floor system above.

Electrical

- ___ Location of all receptacle outlets, light switches, and lighting fixtures with circuits illustrated between devices.
- ___ Electrical panel location with required clearances provided.
- ___ Location of all smoke detectors and carbon monoxide detectors.

Mechanical

- ___ Location of all furnace and water heating appliances. Provide BTU input ratings for each. Note if the furnace is high efficiency with combustion air drawn from the exterior of the home .
- ___ Location of required combustion air supply for furnace and water heating equipment.
- ___ Indicate the location of all heating supplies and returns within habitable areas of the basement remodel.

Plumbing (If applicable)

- ___ Water meter location.
- ___ Location of all plumbing fixtures.
- ___ Provide details of the required plumbing work to be completed and note if portions were installed during the original construction of the home, such as rough in plumbing placed under the concrete floor.



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Energy Conservation

- ___ Indicate on the plans the proposed R value of the insulation within the walls. (Minimum R10 continues or R13 placed between the wall studs)
- ___ If any windows are to be replaced, provide the windows U-factor information. (.035 maximum or less permitted within the State of Illinois)
- ___ Indicate the location of recessed lighting meeting Energy Conservation restrictions.

Basic Requirements

Remember, all construction must comply with applicable code minimums as adopted by the Village of Oswego. If you are a home owner doing the work yourself and you are not comfortable with portions of the job it is recommended that you seek the assistance of a professional contractor.

General

1. Habitable rooms, hallways, corridors, bathrooms, toilet rooms, laundry rooms shall have a ceiling height of not less than 7 feet. The required height shall be measured from the finished floor to the lowest projection from the ceiling.

Exceptions:

- a. Beams, girders, and existing mechanical equipment do allow the ceiling in these areas to project 6 inches into the required ceiling height.
- b. Where compliance with this provision is technically infeasible or would impose disproportionate cost because of structural, construction, or dimensional difficulties other alternatives may be accepted. **Provide a writing request with details of your situation for review to the Building Official. This should be complete and approved prior to submitting further documents.**

2. Habitable rooms shall be provided with aggregate glazing area (i.e., windows) of not less than 8-percent of the floor area of such rooms. One half of the required area of glazing shall be openable. The glazed areas may be omitted in rooms, except bedrooms, where an approved mechanical ventilation system is provided capable of producing 0.35 air change per hour in the room or a whole house mechanical ventilation system is installed capable of supplying outdoor ventilation air of 15 cfm per occupant, and an approved artificial light source is provided in the room or space.

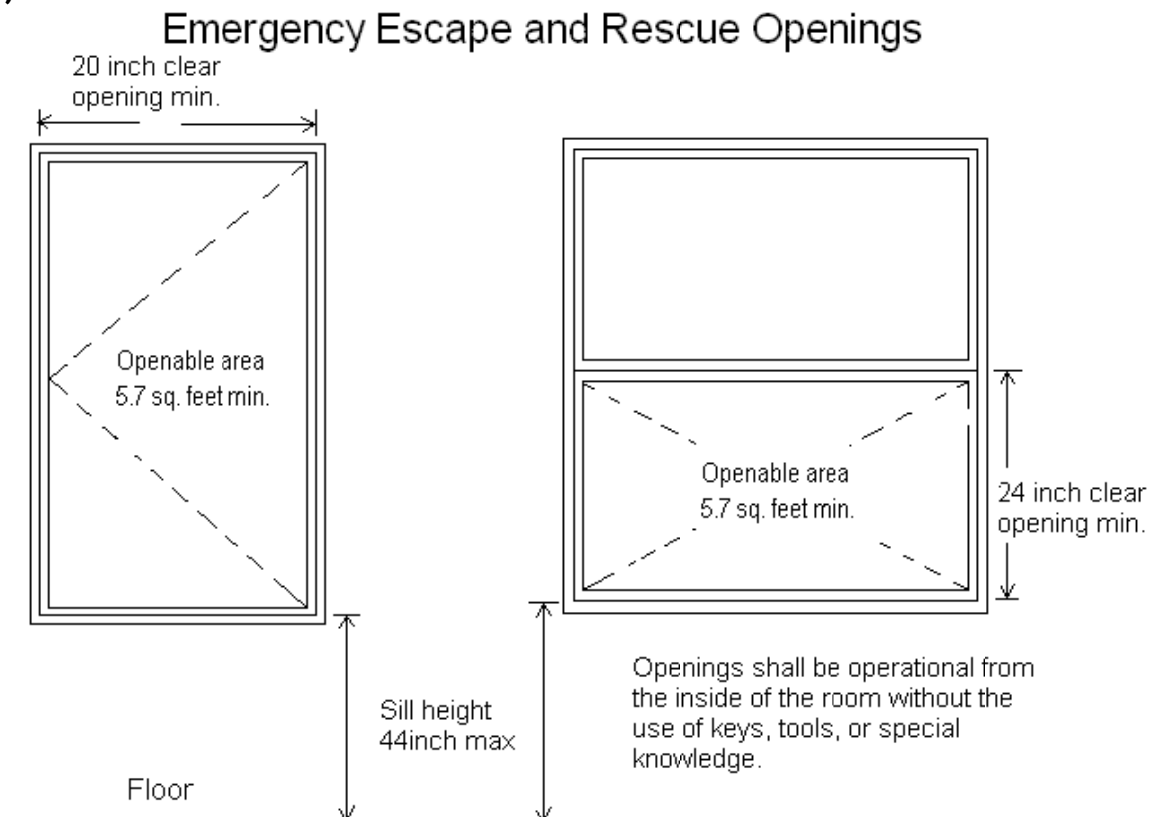
3. All required mechanical clean outs, shut offs, and other related equipment requiring access shall be provided with a means for access in all wall and ceiling coverings. Indicate the locations of these items and describe the means used for access.

Required Emergency Escape and Rescue Opening Window

4. All finished basements shall be provided with at least one operable window or exterior door approved for emergency egress or rescue. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement.

Where windows are provided as a means of egress or rescue, they shall have a sill height of not more than 44 inches above the finished floor. All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet. Grade floor openings are allowed to have a minimum net clear opening of 5 square feet. To be considered a grade floor opening, the window or other opening shall be located such that the sill height of the opening is not more than 44 inches above or below the finished ground level adjacent to the opening.

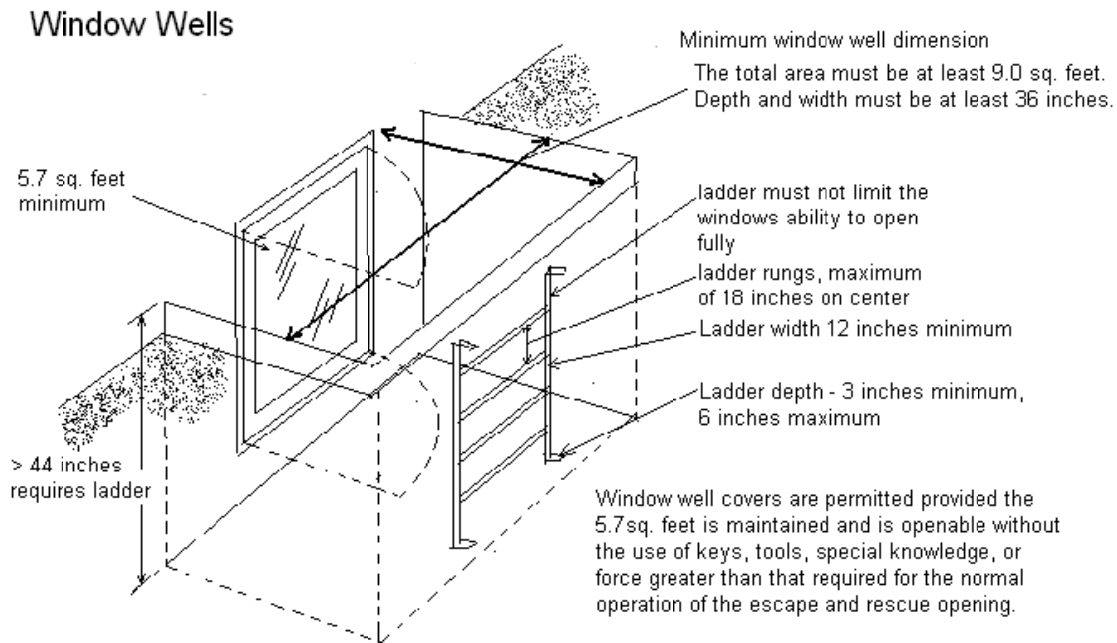
The minimum net clear opening height shall not be less than 24 inches. The minimum net clear opening width shall not be less than 20 inches. The net clear opening dimensions shall be obtained by the normal operation of the window from the inside without the use of a key, tool or removal of the window. **(Illustrated below)**



Window Well For Emergency Escape and Rescue Opening Window

5. The required emergency escape and rescue opening shall be provided with a window well meeting the following criteria: **(Illustrated below)**

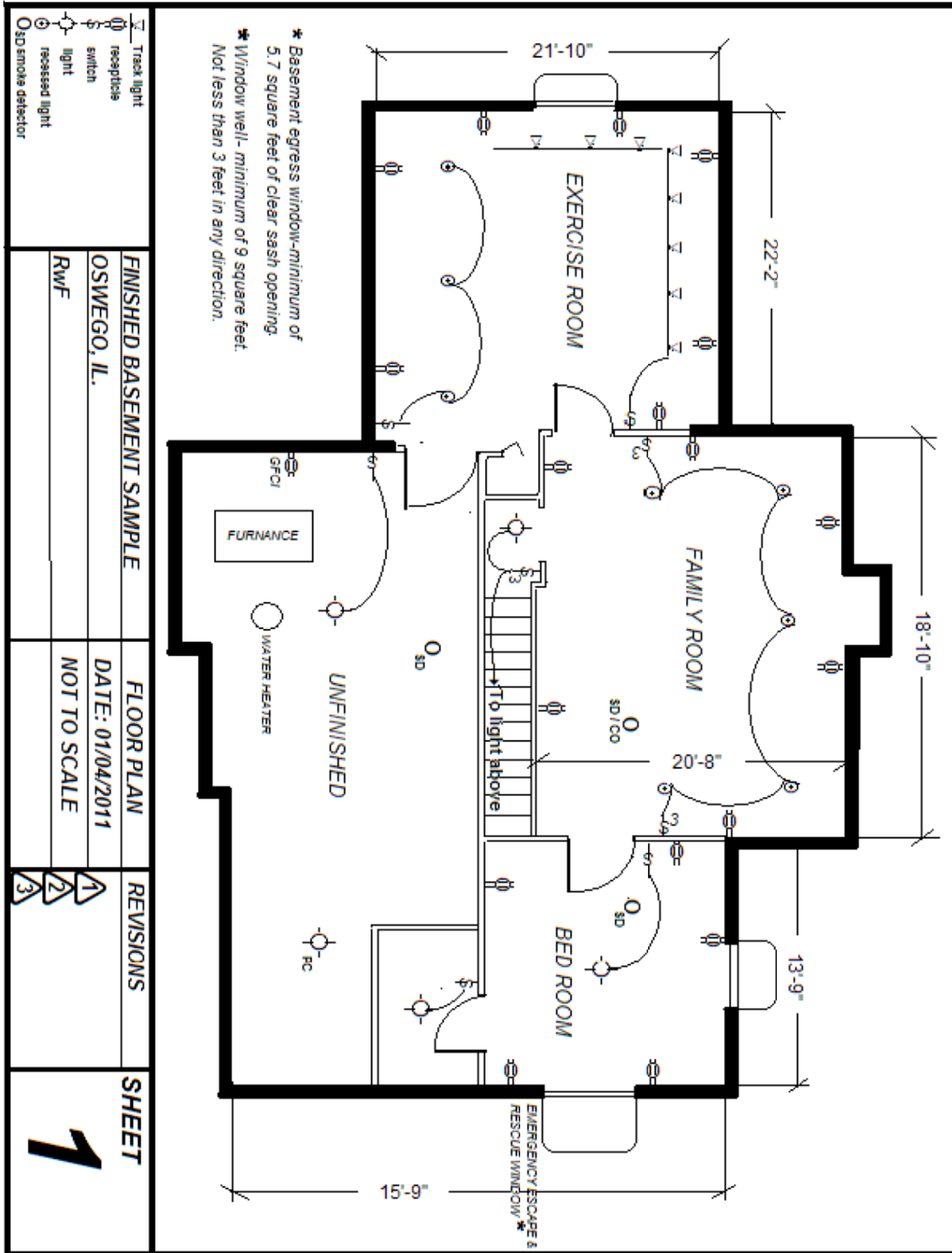
- a. Minimum horizontal area of 9 square feet, with a minimum horizontal projection and width of 36 inches.
- b. The area of the window well shall allow the window to open fully.
- c. A permanently affixed ladder is required for window wells with a vertical depth of 44 inches or greater. Size requirements as show within illustration below.



6. This pertains to all finished habitable rooms within the remodel. Receptacle outlets shall be provide so that no point along the floor line in any wall space is more than 6 feet measured horizontally from an outlet in that space.

A wall space shall include the following:

- a. Any space two (2) feet or more in width (Including spaces measured around corners) and unbroken along the floor line by doorways, fireplaces, and similar openings.
- b. The space afforded by fixed room dividers such as free standing bar-type counters or railings.



FINISHED BASEMENT SAMPLE

OSWEGO, IL.

RWF

FLOOR PLAN

DATE: 01/04/2011

NOT TO SCALE

REVISIONS

- 1
- 2
- 3

SHEET

1



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DATE: _____

BASEMENT REMODELING PERMIT CHECKLIST FOR _____
(Address)

All Items listed must be completed and all documentation must be submitted at the time of permit application. Application submittals not complete will not be reviewed until all information is provided.

- Name, Address and Phone Number Complete on Permit Application
- Permit Application Signed and Dated
- Project Cost – Including labor and material
- Contractor Information (if work is to be done by a contractor)
- Plumber's Letter of Intent (form letter available at the Building Department)
- Two Sets of Construction Plans, Including the Following Information:
 1. Electrical Layout (outlets, switches and lighting)
 2. Plumbing Layout (if applicable)
 3. Ceiling Type and Height
 4. Details on Wall Construction (window size and location, stud size and type, finish wall material, etc.)
 5. Insulation Details
 6. Rooms Labeled as to Use (den, exercise, family room, bedroom, etc.)
 7. Room Sizes
 8. Mechanical Layout (furnace/water heater location, Btu rating on mechanicals, supply and return registers, water meter location, make-up/combustion air supplies)



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Building Permit Application for Existing and Accessory Structures

Permit No. _____

CUSTOMER DATA

Name of Owner: _____
Property Address: _____
Daytime Phone #: _____ Cell #: _____
Subdivision: _____

CONTRACTOR DATA

Name of Contractor: _____
Address of Contractor: _____
City: _____ State: _____ Zip: _____
Daytime Phone #: _____ Cell #: _____

PROPOSED PROJECT DATA

TOTAL OVERALL COST: \$ _____

DESCRIPTION OF WORK:

Existing Structure:
(5) Remodel / (10) Demolition / (9) Re-roof
(4) Addition / (11) Plumbing work / (11) Electrical work
(11) Radon Mitigation / (4) Garage/attached (3) Garage/detached
Accessory:
(3) Fence wood chain link other -
new replacement / height 3' 4' 5' 6'
(3) Patio size X / concrete pavers
(3) Deck / (3) Pergola / (3) Service Walk / concrete pavers
(3) Driveway asphalt concrete
(3) Shed size X / pre-built built on site
(3) Swimming Pool above ground in ground
(11) Other - describe
(19) Temporary Pool
(21) Lawn Irrigation

CERTIFICATION

The applicant agrees to conform to all applicable laws of this jurisdiction. I also agree that all work performed under this permit will be in accordance with the plans and specifications which accompany this application., except for such changes as may be required by the inspection officials.

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: _____
Signature of Owner or Owner's Agent

DATE

PERMIT APPROVED BY:

Building Inspector _____ Date _____

Filename: 6E3311A3
Directory: C:\Documents and Settings\mbergeron.002\Local Settings\Temporary Internet
Files\Content.MSO
Template: C:\Documents and Settings\mbergeron.002\Application
Data\Microsoft\Templates\Normal.dotm
Title: Oswego Youth Committee
Subject:
Author: eschiber
Keywords:
Comments:
Creation Date: 1/31/2011 1:25:00 PM
Change Number: 2
Last Saved On: 1/31/2011 1:25:00 PM
Last Saved By: mbergeron
Total Editing Time: 1 Minute
Last Printed On: 1/31/2011 1:26:00 PM
As of Last Complete Printing
Number of Pages: 7
Number of Words: 1,505 (approx.)
Number of Characters: 8,583 (approx.)