



## BUILDING DEPARTMENT

113 Main Street • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545  
Website: <http://www.oswegoil.org>

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### **BASIC REQUIRMENTS FOR BASEMENT REMODELING**

1. Provide 2 copies of the floor plan for the basement, with all rooms labeled as to use and the sizes of each room. Habitable rooms shall have an area of not less than 70 square feet. Habitable rooms, except kitchens, shall not be less than 7 feet in any horizontal dimension.
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. Each bedroom in the basement shall be provided with at least one openable window or exterior door approved for emergency egress or rescue. 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 any part of the unit. All windows located below grade shall be provided with an approved window well. Window wells with a vertical depth greater than 44 inches from the surrounding grade shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Exterior egress doors shall be a side-hinged door not less than 3 feet in width and 6 feet 8 inches in height. The door shall open directly to the exterior of the structure.
4. Provide electrical layout of each room. This needs to include the receptacles, lights and switches. All electric shall be in approved metal conduit.
5. Provide BTU input ratings on the furnace and water heater. This information is usually found on the name plate of the unit.



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6. Provide height and type of ceiling to be installed. Required ceiling height shall be a minimum of 7'. The required height shall be measured from the finish floor to the lowest projection from the ceiling.
7. Provide details on the wall construction. This information shall include the size and type of studs for the wall framing, method of fire-stopping between the wall cavities and the floor system above and the type of wall sheathing to be installed.
8. Provide details of the insulation to be installed in the walls. The minimum insulation shall be an R-13.
9. Provide information on any plumbing to be installed or relocated in the basement.
10. The water meter needs to remain readily accessible for repair or replacement.
11. Provide details on the heating and ventilating systems to be installed in the basement.
12. Inspections that will be needed for the basement remodeling;
  - a) Under floor plumbing if additional plumbing is needed under the basement floor
  - b) Rough framing, electric, and mechanical (heat & vent).
  - c) Rough Plumbing, needed if plumbing is installed or relocated. This inspection is done at the same time as the rough framing.
  - d) Insulation, before any drywall or paneling is installed.
  - e) Final, when all aspects of construction are completed.

\*\*\* These are minimum required inspections additional inspections may be required based on each individual project



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**DATE:** \_\_\_\_\_

**BASEMENT REMODELING PERMIT CHECKLIST** \_\_\_\_\_ :  
(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 accepted for processing.**

- Name, Address, Phone Number complete on Permit Application**
- Permit Application signed and dated**
- Project Cost – Including labor (if applicable)**
- Contractor information (if applicable)**
- Two (2) sets of construction plans including:**
  - 1. Electrical layout (Outlets and lighting)**
  - 2. Ceiling Type and Height**
  - 3. Plumbing Layout ( If applicable)**
  - 4. Details on wall construction (window size and location, stud size and type, finish wall material, etc.)**
  - 5. Details on insulation to be installed**
  - 6. Rooms labeled as to use (den, exercise, family room, bedroom, etc.)**
  - 7. Room size**
  - 8. Mechanical layout (furnace/water heater location, Btu rating on mechanicals, supply and return registers, water meter location, make-up/combustion air supplies)**



BUILDING DEPARTMENT

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Building Permit Application for 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
\_\_\_\_ (11) Radon Mitigation / \_\_\_\_ (4) Garage/attached \_\_\_\_ (3) Garage/detached
\_\_\_\_ Plumbing work - describe \_\_\_\_\_
\_\_\_\_ Electrical work - describe \_\_\_\_\_

Accessory:

\_\_\_\_ (3) Fence \_\_ wood \_\_ chain link \_\_ other - \_\_\_\_\_
\_\_\_\_ new \_\_ replacement / height \_\_ 3' \_\_ 4' \_\_ 5' \_\_ 6'
\_\_\_\_ (3) Patio size \_\_ X \_\_ / \_\_ concrete \_\_ paver bricks
\_\_\_\_ (3) Deck / \_\_\_\_ (3) Pergola / \_\_\_\_ (3) Driveway \_\_ asphalt \_\_ concrete
\_\_\_\_ (3) Shed size \_\_ X \_\_ / \_\_ pre-built \_\_ built on site
\_\_\_\_ (3) Swimming Pool \_\_ above ground \_\_ in ground
\_\_\_\_ (11) Lawn Sprinkler / \_\_\_\_ (11) Landscaping describe \_\_\_\_\_
\_\_\_\_ (11) Other describe \_\_\_\_\_

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: \_\_\_\_\_
Applicant's Signature

DATE

PERMIT APPROVED BY:

Building Inspector \_\_\_\_\_ Date \_\_\_\_\_