



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.

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.

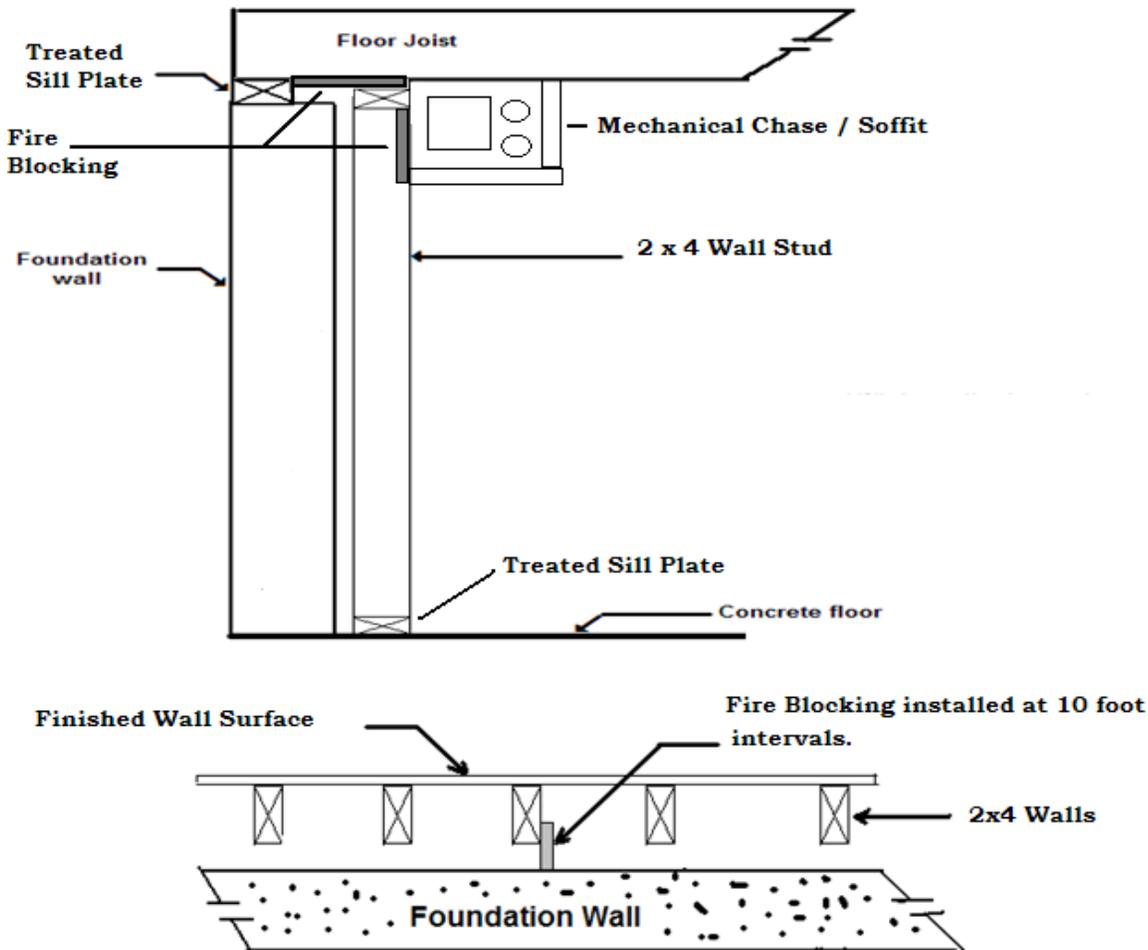
Exceptions:

- 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. Fire blocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) and to form an effective fire barrier between stories, and between top story and the roof space. Fire blocking shall be provided in wood frame construction in the following locations. (IRC602.8)

- a. In concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs as follows:
 1. Vertical at the ceiling and floor levels.
 2. Horizontally at intervals not exceeding 10 feet.
- b. At all interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings and cove ceilings.
- c. In concealed spaces between stair stringers at the top and bottom of the run.
- d. At openings around vents, pipes, ducts, cables and wires at ceiling and floor level, with an approved material to resist the free passage of flame and products of combustion.

Expanding foam is not allowed as an approved fire blocking material unless it has been tested in accordance with ASTM E 814.



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.

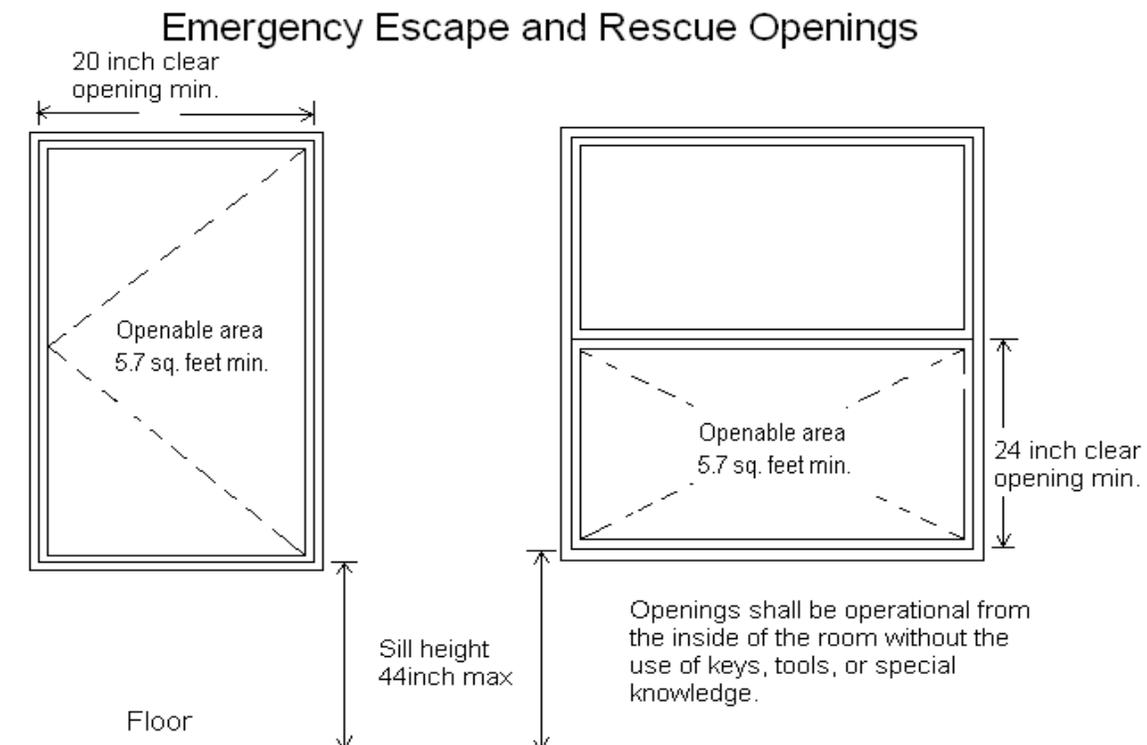
3. All required mechanical clean outs, shut offs, and other related equipment requiring access shall be provided with a means for access in all wall and ceiling coverings. Indicate the locations of these items and describe the means used for access.

Required Emergency Escape and Rescue Openings

4. Homes constructed after September 1, 2011 **and** those containing one or more sleeping rooms require emergency egress and rescue openings. These openings shall be provided for each sleeping room.

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.

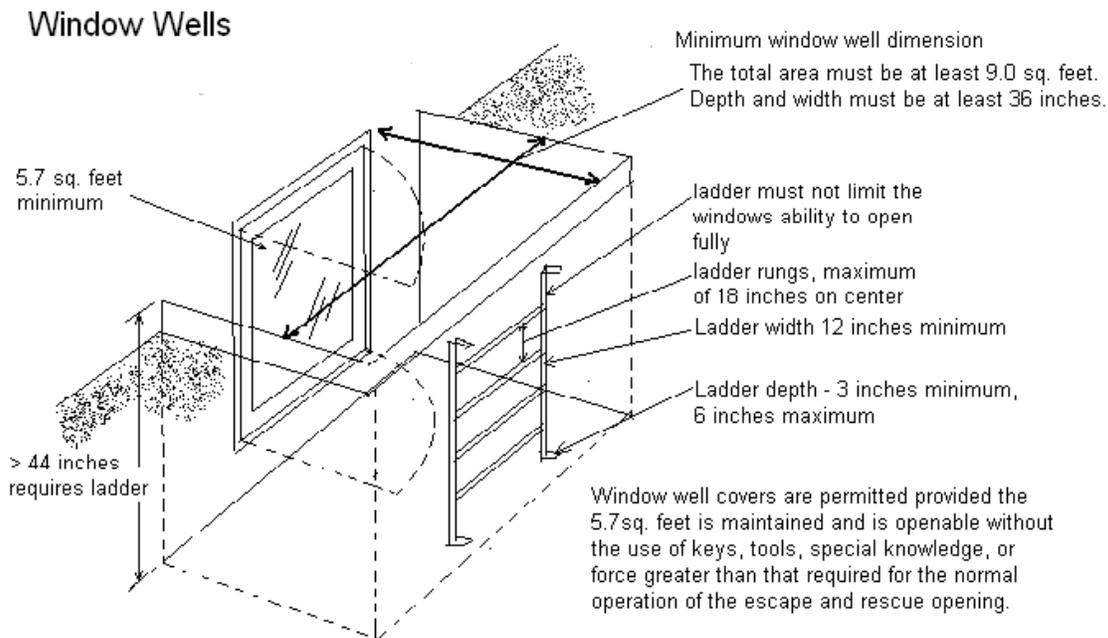
The minimum net clear opening height shall not be less than 24 inches. The minimum net clear opening width shall not be less than 20 inches. The net clear opening dimensions shall be obtained by the normal operation of the window from the inside without the use of a key, tool or removal of the window.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



Window Well For The Required Escape and Rescue Opening

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.

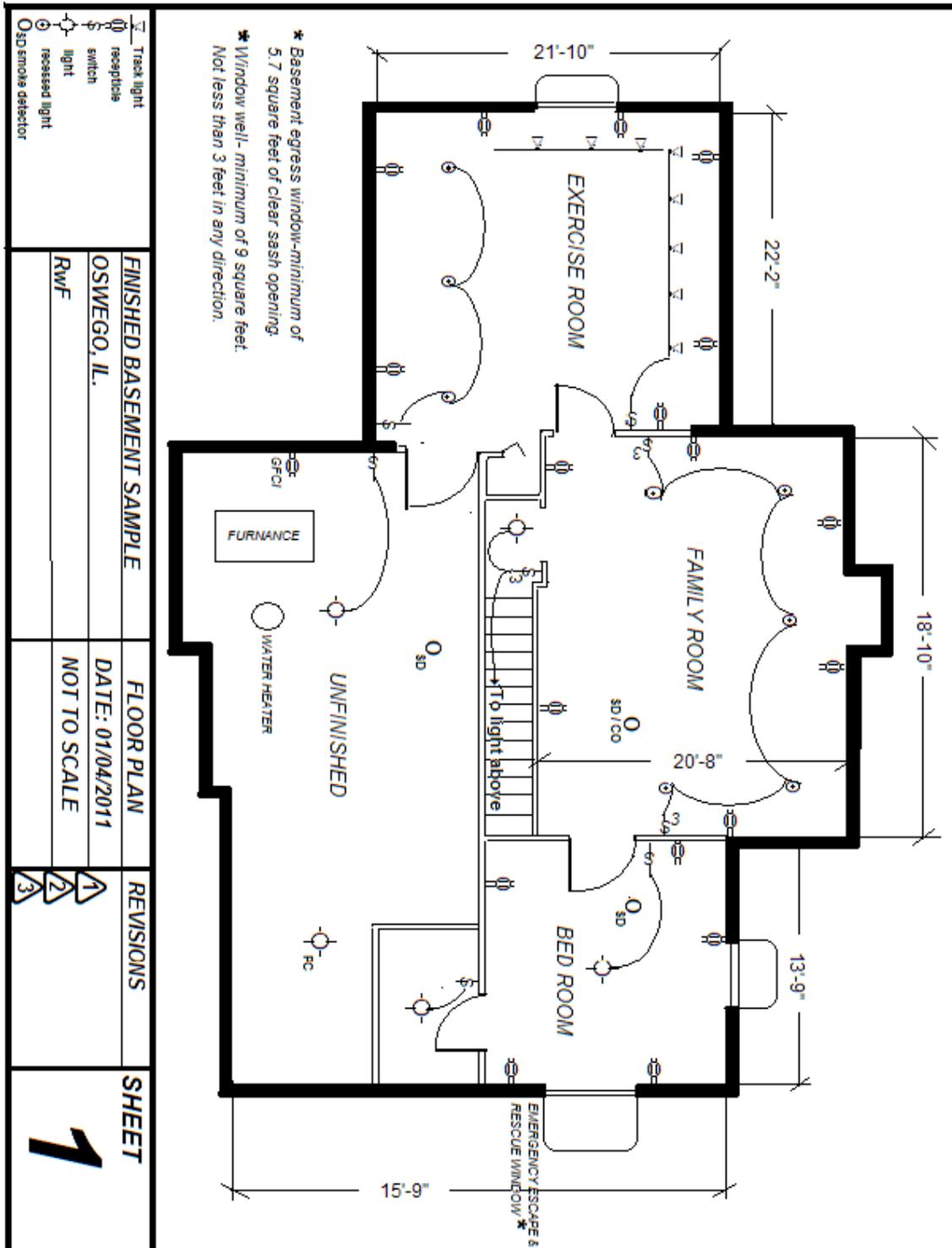


6. This pertains to all finished habitable rooms within the remodel. Receptacle outlets shall be provide so that no point along the floor line in any wall space is more than 6 feet measured horizontally from an outlet in that space.

7. A receptacle outlet is required in any wall space 2 feet or greater in size.

8. All new receptacle outlets installed within the home are required to be **Tamper Resistant** in design.

9. All new circuits to be installed are required to be provided with **Combination Arc Fault Protection**.





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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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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 _____