



## FINISHED BASEMENT GUIDELINES

This publication provides the guidelines for finishing a basement in an existing single family dwelling. These requirements are a generic guide and may not be representative of all the conditions you may encounter. Additional permits, plans and inspections may be required, depending on the complexity of your project.

**The following are requirements from other agencies and/or departments that must be obtained before we can review your application:**

- Atlantic County Health Department permit (if your property has a septic system) and you are adding a bathroom with an injector pump. Approved copy must be provided with Construction Permit application.

**The following is a list of necessary forms and plans required (as applicable):**

The Construction Permit Application/folder holds all the forms and plans for the project. Fill in the information for sections I and II. On the inside of the cover are two sections. If the homeowner prepares the plan they must check "B" in the Owner Section and then sign and date where noted. If the homeowner is performing the work, whether building, fire, electric or plumbing, then those sections must be checked in section "C" accordingly. If the application is being submitted by someone other than the owner then section II should be completed.

Building Subcode Technical sections A, C and D must be completed. The type of work is Rehabilitation and the estimated cost for the building elements, including labor, should be listed as Rehabilitation.

Electrical Subcode Technical sections A, C and D must be completed entering the number of fixtures, switches, receptacles, etc. being installed as well as any subpanels and their size. The cost of work plus materials should be entered in section B. If a licensed electrical contractor is doing the work he must sign and seal section C. All new circuits must have an AFCI protection and all new receptacles must be tamper proof.

Plumbing Subcode Technical is only needed if plumbing fixtures and/or gas appliances are being installed. Sections A, C and D must be completed. If a licensed plumber is performing the work he must sign and seal section C. Cost of plumbing work plus materials should be entered in section B.

Fire Subcode Technical is needed for the relocation of the smoke detector(s), CO detector location and to verify proper air for fuel burning appliances. Complete sections A, C and D and enter the cost of work plus materials in section B.

Provide two (2) copies of a floor plan of the entire basement, drawn to scale, including window locations, existing stairs, mechanical equipment and electrical panel(s). Locate where all new walls and partitions will be constructed and show room dimensions, door locations and other fixtures. Label all room uses (i.e. rec room, office, mechanical) and note if an area is to remain unfinished.

Provide two (2) copies of a typical wall cross-section at the foundation and label all materials being used, including ceiling materials. Indicate stud sizes, stud spacing, fire stopping, insulation, wall covering/finishing, ceiling height and ceiling finishes. A sample cross-section is attached.

Provide two (2) copies of a separate floor plan locating all ducts, girders, beams and any projections. Finished ceiling height for habitable rooms must be a minimum of 7 feet.

Provide two (2) copies of a separate floor plan showing all electrical fixtures including switches, lights, receptacles, smoke detector(s) and any other devices. List the number of circuits that will be used and the amperage of each circuit. Please note if smoke detectors are new, existing and if they will be moved.

Submit a Combustion Air Calculation worksheet so we may verify that all fuel burning appliances have sufficient combustion air to function properly. This form is attached and must be submitted along with a Mechanical Technical Section with the application.

If any plumbing or gas piping work will be done two (2) copies of a waste/water or gas riser schematic must be provided.

If the space is to be conditioned by the existing HVAC equipment a Manual J & D type heating and cooling calculation sheet may be necessary to verify the existing equipment and ductwork are sized adequately for the additional load. The new registers and ducts should be shown on a separate floor plan so that the proper subcode can decide if two (2) copies of the manual J & D are required.

**All drawings listed above MUST be signed and sealed by a design professional. The Uniform Construction Code allows a homeowner to personally prepare the above documents for the single-family residence in which they reside. However, the information and clarity must be at, or near, the same level as those prepared by a design professional.**

**All owner prepared drawings must be signed by the owner**

**CONTRACTORS CANNOT PREPARE PLANS**

**The following is a list of necessary inspections (as applicable):**

Rough Electrical

Rough Plumbing

Plumbing Venting, Waste, Waster and Gas pressure test.

Framing (after all rough inspections have been approved)

Insulation

Above Ceiling Building

Above Ceiling Electric

Draft Stopping

All Finals (Building, Electric, Plumbing, Fire)

# FINISHED BASEMENT REQUIREMENTS WALL SECTION

**\*\* SAMPLE ONLY \*\***

**THIS WILL NOT BE ACCEPTED FOR  
PLAN REVIEW.**

**WALL SECTION DETAIL MUST BE DRAWN BY PLAN PREPARER**

