



# Village of Villa Park

Permitting Division

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## BASEMENT REMODEL

### **PERMIT APPLICATION**

The Village of Villa Park requires a permit prior to beginning any construction.

- Completed permit application.
- Provide two (2) copies of the proposed remodeling plan. The plans are to be of sufficient clarity to indicate the extent of the work being performed.
- Provide a copy of the written and signed contract between the contractor and the homeowner (if applicable).
- Homeowners may perform their own electrical and plumbing improvements without being licensed as long as they occupy the home for a minimum of six (6) months after the final inspection is complete.

### **Plans must include the following general information:**

- A floor plan showing the location of all existing walls, windows, stairs, light fixtures, smoke detectors and equipment such as the furnace, water heater, electrical panel, floor drains and the sump and ejector pumps and all other details as they pertain to the scope of work.
- Label the proposed use of each of the new rooms being created.
- Dimensions for all of the new and existing rooms.
- The size of all new and existing doors.
- The size of all existing windows. If any of the windows are of the emergency egress type, please indicate so on the plans. A minimum of one (1) emergency egress shall be provided in a basement. If bedroom(s) are to be constructed they require emergency egress window(s) in each room. The egress window shall be a minimum 5.7 sq. ft. with a maximum sill height of 44 in. from the floor.

### **Building:**

- A typical wall section indicating the type of framing members being installed and their spacing. Treated sill plates must be used when in direct contact with the concrete floor. (Typical wall construction contains 2 x 4 wood studs or 3 5/8 metal studs at 16 inches on center).
- The "R" value of the insulation being installed. All exterior walls shall be insulated to at least (2 x 4 - R-15/ 2 x 6 – R-21) and have a six (6) mil. or a Kraft paper vapor barrier attached adjacent to the "warm side" of the room.
- The thickness of the drywall shall be a minimum of ½ in or 5/8 in.
- The height of the finished ceiling being installed shall be 7 ft. minimum / 6 ft. 8 in. minimum clearance in bathroom.
- The type of ceiling being installed. (Drywall attached to the floor joists or dropped ceiling). Any electrical junction boxes, plumbing cleanouts, valves, ductwork damper controls concealed behind a drywall ceiling must remain accessible by installation of an access panel.
- If the area below the stairs is used for storage, it must have a minimum ½ in. drywall installed.

- All openings in the top plate made for conduit, piping, etc. must be sealed with an approved fire caulk material.

### Electrical

- All electrical shall be installed in a minimum of ½ inch conduit.
- Indicate the location of all lighting fixtures and switches.
- Show the location of all electrical receptacle outlets and the spacing. Outlets are to be spaced along all wall surfaces so that a 6 ft. long cord will reach any place along the walls (6/12 rule). Any wall space greater than 2 ft. requires an outlet.
- A GFCI receptacle outlet is required in each unfinished area of the basement.
- Each sleeping room shall contain an interconnected 110 volt smoke detector with battery back-up. Another must be located immediately adjacent to the sleeping area.
- A carbon monoxide detector shall be installed within 15 ft. of any sleeping room.
- All new electrical must be arc fault protected.
- A separate dedicated 20 amp GFCI protected outlet shall be installed adjacent to each sink.

### Mechanical

- Each habitable room shall contain one (1) supply duct and one (1) return air duct and register.
- If the furnace and water heater are enclosed in a room, sufficient combustion air shall be provided in that room.
- An exhaust fan shall be installed in a new bathroom. It shall be piped with metal ductwork directly to the exterior of the building through a louvered, screened opening.
- Rooms shall be provided with the required light and ventilation.

### Plumbing

- Provide a list of all existing/new plumbing fixtures and the size of the water service

## SAMPLE

