



Village of Carol Stream

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Permit Submittal Checklist and Process Finished Basement/Basement Remodel

Note to applicants:

This handout is intended to assist applicants through the permit process for a finished basement/basement remodel. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “Helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Items needed for a complete permit application:

- A completed Residential Permit Application (or apply online: carolstream.org).
- Two sets of the plans for the proposed work. See the “Helpful tips” section below for project requirements and an explanation of the information that must be provided on the plans.
- A copy of the electrical panel schedule. See the “Helpful tips” section below for more detail regarding the specific electrical panel information that needs to be submitted.
- A copy of the specifications for the existing or proposed furnace and water heater, including the BTUH rating (needed to determine combustion air requirements).
- A copy of the electrical contractor’s license (not required if no electrical work is being done or if the homeowner is doing the electrical work).
- A copy of the plumbing contractor’s license and plumber’s license (not required if no plumbing work is being done or if the homeowner is doing the plumbing work).
- The permit fee, consisting of four components: Clerical, Plan Review, Development Services and Inspections. The Clerical and Plan Review Fees are due at time of permit application, and the Development Services and Inspections Fees are due at time of permit issuance. For detailed permit fee information, please obtain a copy of *Fee Schedule B for 1&2 Family Residential Additions, Alterations and Accessory Structures* at the Community Development Department counter or from our website.

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Helpful tips:

- The plans and information submitted must comply with the requirements of the adopted International Residential Code, Illinois State Energy Code, and the Village's adopted local amendments thereto. Two sets of plans, drawn to scale, including plan view and elevation view drawings, must be submitted. The plans must be sufficiently detailed and dimensioned so as to clearly show the scope of work, and must include information as to the size and type of materials proposed to be used. The plans and information must indicate the following:
 - The location of the existing and/or proposed furnace, water heater, sump pump, electric panel, etc.
 - The location of plumbing fixtures and electrical devices, such as sinks, showers, tubs, lights, switches, receptacles (outlets), etc.
 - The existing and proposed electrical panel schedule along with the ratings for all circuit breakers, including the main breaker (a photograph would be acceptable).
 - Information regarding exterior windows and doors, including dimensions (see below for escape window requirements).
 - The location of smoke and carbon monoxide detectors.
 - Furnace and water heater details, including BTUH rating and spacing from walls.
 - Insulation, wall, stair and railing details.
- Smoke detectors must be wired to the house electrical current and have a battery back-up. If the house is wired with interconnected smoke detectors, then new smoke detector(s) must also be interconnected.
- Carbon monoxide detectors must be installed within 15 feet of any bedroom.
- All receptacles in bathrooms, and all receptacles within six feet of a sink, must be protected with a ground fault circuit interrupter (GFCI). All other circuits must be protected with an arc-fault circuit interrupter (AFCI). All electrical receptacles must be tamper resistant.
- A switch controlled light fixture is required at each end of every hallway and stairway.
- Furnaces, water heaters and any other gas-burning appliances must be located so as to provide the required amount of combustion air. In addition, three feet of service area is required in front of each such appliance.
- The minimum clear ceiling height for basements is 6 feet, 8 inches, except that under beams, girders, ducts or other obstructions, the minimum clear height is 6 feet, 4 inches.
- The pipe type and size for water supply, drain and vent piping must be provided.
- The location and size of supply and return air registers and ducts must be provided.
- All duct joints are to be sealed with an approved UL181 foil tape or mastic.

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- The minimum room size, including bedrooms, is 100 square feet, and the minimum bedroom closet size is 7 square feet.
- If the area under the stairs is to be used for storage, a light must be provided and the underside of the stairs and the walls that define the storage area must be dry-walled and taped. Drywall must be one-half inch minimum type X fire code drywall.
- All exterior walls of the finished/conditioned space are required to have a minimum of R-15 continuous or R-19 cavity insulation. Any unfinished, unconditioned area adjacent to the finished space must also be insulated.
- All finished basements, and each bedroom, must have at least one escape window. Escape windows must be at least 24 inches high, 20 inches wide, have a net clear area of at least 5 square feet, and must not be more than 44 inches above the finished floor. The window well is to be 9 square feet and have an escape ladder if the distance from the bottom of the window well to the above grade is greater than 44 inches.

Inspections (24-hour advance notice required for inspection scheduling):

- The applicant or contractor must call the Community Development Department for a rough inspection of **plumbing, heating, electrical or framing work** before such work is covered.
- The applicant or contractor must call the Community Development Department for an **insulation** inspection after the above rough inspections and before drywall is installed.
- The applicant or contractor must call the Community Development Department for a **final inspection** once construction is complete and before occupancy or use.

**Contact the Community Development
Department at (630) 871-6230 if you have any questions
regarding the building permit or inspection process.**

