



Code Administrators, Inc.

Plan Review ~ Code Inspection ~ Code Consulting ~ Code Education ~ Code Development
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FINISHED BASEMENT PLAN SUBMITTAL GUIDELINES

The following guidelines are intended to assist municipal residents with the permit acquisition process with regard to finished basements.

PERMIT APPLICATION

The first step in the permit process is to completely fill out the appropriate zoning, use and/or building permit applications. It is important to fill out all applicable areas of the permit applications including all necessary signatures.

PLAN SUBMITAL

Along with the Permit Application, 3 sets of floor plans and 3 copies of the wall cross sections are required for review by the Building Official. One set of complete plans will remain with the building official in order to facilitate in the inspection process, while the second set of plans will be returned to the applicant, to be kept on site during construction.

PLAN SPECIFICATIONS

The Building(s) Plans shall include:

- Identification of all proposed and existing areas in the basement
- Location and type of furnace and hot water heater (if applicable)
- Location of all proposed partition walls
- Locations of existing or added smoke detectors
- Location of electric service panel (if applicable)
- Location of all guardrails and handrails (if applicable)
- Locations of all plumbing fixtures (if applicable)
- Location, type, manufacturer and model number of proposed factory built fireplaces. Manufacturer's specifications are to be submitted along with the building plans
- Location of proposed gas lines (if applicable). All new gas lines require resting by the installer.
- Location and size of all soffits or unique ceiling height changes. Soffits can be identified on floor plans by cross-hatching or shading.

The Cross Section shall include:

- Ceiling heights of all areas, including under soffits, ducts and beams
- Type & spacing of wall framing
- Pressure treated bottom plate
- ¾" plywood (or equivalent) fire blocking at top plate
- Type & R-value of insulation



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CODE REFERENCE

The following code sections may be helpful when planning a basement renovation. The applicable reference is the 2006 IRC One and Two Family Dwelling Code.

- **303.3 Bathrooms.** Bathroom, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less than 3 square feet, one-half of which must be openable. Exception: The glazed area shall not be required where artificial light and an approved mechanical ventilation system are provided. Bathroom exhausts shall be vented directly to the outside.
- **303.6 Stairway Illumination.** All interior and exterior stairs shall be provided with a means to illuminate the stair, including the landings and treads. Interior stairs shall be provided with an artificial light source in the immediate vicinity of each landing at the top and bottom of the stair.
- **305.1 Minimum Height.** Ceiling heights in basements with habitable spaces may not be less than 7' clear height except for under beams, girders, ducts or other obstructions where clear heights shall be not less than 6'4".
- **311.2.2 Under Stair Protection.** Enclosed accessible space under stairs shall have walls and soffits protected on the enclosed side with ½" gypsum wallboard.
- **311.5.6 Handrails.** Handrails having a minimum and maximum heights of 34" and 38" respectively, measured vertically from the nosing of the treads, shall be provided on at least one side of the stairways of four or more risers. All required handrails shall be continuous the full length of the stairs. Ends shall be returned or shall terminate in newel posts or safety terminals.
- **313.1 Smoke Alarms.** When alterations or additions requiring a permit are performed or when one or more sleeping rooms are added or created in existing dwellings, the altered or added structure or new sleeping areas shall have smoke detectors as set forth in Section 313.1. The remaining existing structure shall be equipped with at least U/L listed battery operated smoke detectors located as set for the in Section 313.1.
- **602.5 Interior Nonbearing Partitions.** Interior non-bearing partitions may be constructed with 2" x 3" studs spaced 24" on center or approved equal, or when not part of a braced wall line, 2" x 4" flat studs spaced at 16" on center.
- **602.8 Fire Blocking Required.** Fire blocking shall be provided to cut off all concealed draft openings (both vertical and horizontal)
- **1801.1 Air Supply.** Fuel-burning equipment shall be provided with a supply of air for fuel combustion, draft hoods dilution and ventilation of the space in which the equipment is installed.
- **2407.5 Confined Space.** Where the space in which the appliances is located does not meet 50 cubic feet per 1,000 btu/h, two permanent openings to adjacent spaces shall be provided so that the combined volume of all spaces meets the criterion.



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- 2420.5 **Shutoff Valves.** An accessible, approved shutoff valve shall be installed in the fuel-gas piping outside of each appliance. Such valve shall be within 6' of the appliance it serves and in the same room or space where the appliance is located and shall be provided with access.
- 3005.2.5 **Accessibility.** Plumbing cleanouts shall be accessible. Minimum clearance in front of cleanouts shall be 18" on 3 inch and larger pipes, and 12" on smaller pipes.
- 3305.1 **Working Space and Clearances.** Access and working space shall be provided and maintained around all electrical equipment to permit ready and safe operation and maintenance of such equipment.
- 3801.2 **Convenience Receptacle Distribution.** Refer to figure 3801.2 on page 505 of the 2006 IRC.
- 3802.1 **Bedroom Outlets.** All branch circuits that supply 125-volt, single-phase, 15- and 20-ampere outlets installed in dwelling unit bedrooms shall be protected by an arc-fault circuit interrupter listed to provide protection of the entire branch circuit.
- 3903.11 **Fixtures in Closets.** Refer to figure 3903.11 on page 529 of the 2006 IRC.

SECTION E3801 – RECEPTACLE OUTLETS

- E3801.1 **General.** Receptacle outlets shall be provided in accordance with Sections E3801.2 through E3801.11. Receptacle outlets required by this section shall be in addition to any receptacle that is part of a luminary or appliance, that is located within cabinets or cupboards, or that is located over 5.5' (1,676 mm) above the floor. Permanently installed electric baseboard heaters equipped with factory-installed receptacle outlets, or outlets provided as a separate assembly by the baseboard manufacturer shall be permitted as the required outlet or outlets for the wall space utilized by such permanently installed heaters. Such receptacle outlets shall not be connected to the heater circuits.
- E3801.2 **General Purpose Receptacle Distribution.** In every kitchen, family room dining room living room, parlor, library, den, sun room, bedroom, recreation room or similar room or area of dwelling units, receptacle outlets shall be installed in accordance with the general provisions specified in Sections E3801.2.1 through E3801.2.3 (See Figure E3801.2)
- E3801.2.1 **Spacing.** Receptacles shall be installed so that no point along the floor line in any wall space is more than 6' (1,829 mm), measured horizontally, from an outlet in that space. Receptacles shall, insofar as practicable, be spaced equal distances apart.



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- **E3801.2.2 Wall Space.** As used in this section, a wall space shall include the following:
 1. Any space that is 2' (610 mm) or more in width, (including space measured around corners), and that is unbroken along the floor line by doorways, fireplaces and similar openings.
 2. The space is occupied by fixed panels in exterior walls, excluding sliding panels.
 3. The space created by fixed room dividers such as railings and freestanding bar-type counters.
- **E3801.2.3 Floor Receptacles.** Receptacle outlets in floors shall not be counted as part of the required number of receptacle outlets except where located within 18" (457 mm) of the wall.
- **E3801.3 Small Appliance Receptacles.** In the kitchen, pantry, breakfast room, dining room or similar area of a dwelling unit, the two or more 20-ampere small-appliance branch circuits required by Section E3603.2 shall serve all receptacle outlets covered by Sections E3801.2 and E3801.4 and those receptacle outlets provided for refrigeration appliances.

Exceptions:

1. In addition to the required receptacles specified by Sections E3801.1 and E3801.2, switched receptacles supplied from a general-purpose branch circuit as defined in Section E3803.2, Exception 1, shall be permitted.
2. The receptacle outlet for refrigeration appliances shall be permitted to be supplied from an individual branch circuit rated at 15 amperes or greater.

R310.1 Emergency Escape and Rescue Required. Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. Such opening shall open directly into a public street, public alley, yard or court. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement.