



Basement Finish

A Project Checklist for Homeowners & Contractors

The majority of building documents are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

Basement Finish Requirements

Directions:

1. Read through this **Project Checklist**
2. Complete **SAFEbuilt Basement Finish Building Guide** documents for your project.
3. Register on our online permitting software Community Connect.
 - a. *Link located on Homeowners Page on the Town of Wellington website.*
 - i. *Residents register as a Community Member for free.*
 - ii. *Contractors must be licensed with the Town prior to accessing Community Connect account.*
4. Complete Online Application in Community Connect.
 - a. **Permit Type 'Basement Finish' Category 'Residential Alteration'**
5. Upload **SAFEbuilt Basement Finish Building Guide documents** to online application & submit.

Required Documents to upload into Online Application:

- ☐ Floor Plan View – 1.2 for Example Floor Plan View drawing
- ☐ Complete **SAFEbuilt Basement Finish Building Guide Page 5** – Construction Details

Inspection Information

A typical *Basement Finish* project will require the following inspections:

- Underground Plumbing - *If Applicable*
- Rough Electric
- Rough Mechanical
- Rough Plumbing
- Rough Frame
- Gas Test - *If Applicable*
- Insulation
- Final Electric
- Final Mechanical
- Final Plumbing
- Final Building

Permits are valid for 180 days



Drafting a Detailed Floor Plan:

Draw a floor plan with dimensions drawn to scale, showing the layout of the entire basement. Label the use for all rooms. E.g., Recreation Room, Storage, Sleeping Room, Bedroom or Unfinished storage.

Drawing Must include:

- Electrical Outlets
- Smoke Alarms
- Carbon Monoxide Alarms
- Lighting
- Insulation Values
- Plumbing Fixtures
- Ceiling Fans
- Plumbing modifications
- Doors
- Windows
- Mechanical Room
- Furnace Appliances
- Mechanical, Electrical & Plumbing information.
- Water Heater
- Fireplace

List Measurements & Dimensional sizes:

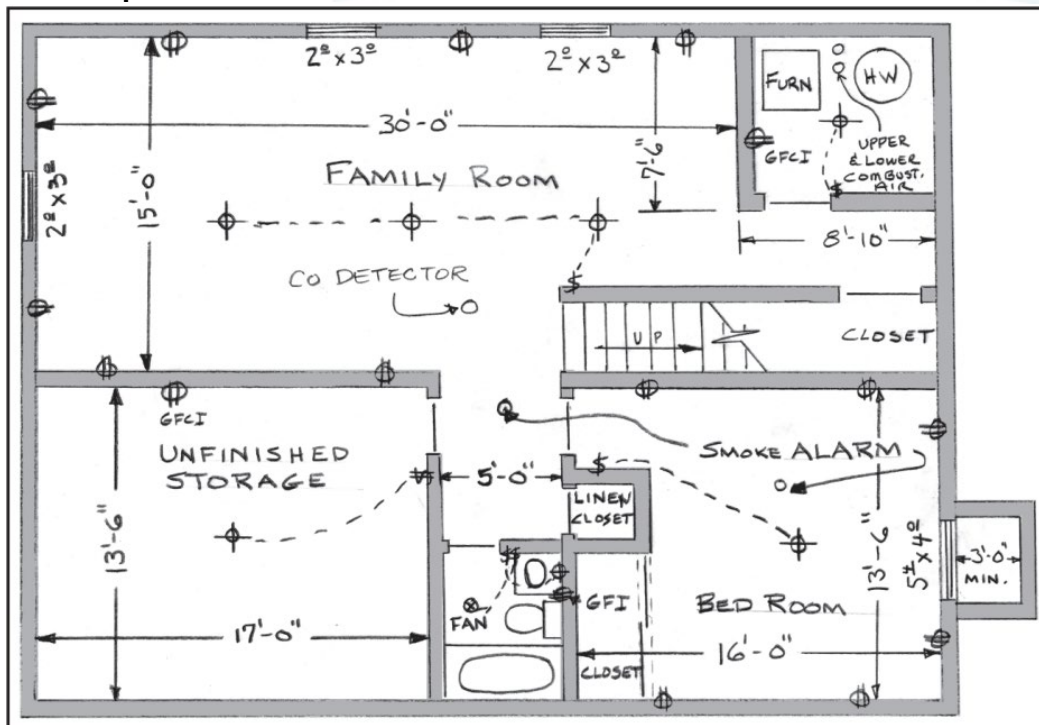
- Window Size
- Type of Window – Egress
- Window Wells
- Staircases
- Room Sizes

Identify:

- Existing elements – E.g., Beams, Joist, Mono-post
- Ceiling Drop height if less than 7ft.
- A shower or tub shall. Have a minimum ceiling height of 6'8" above minimum area 30" by 30" at the showerhead.

Drafted Floor Plan must be uploaded to your Permit Application when applying in Community Connect.

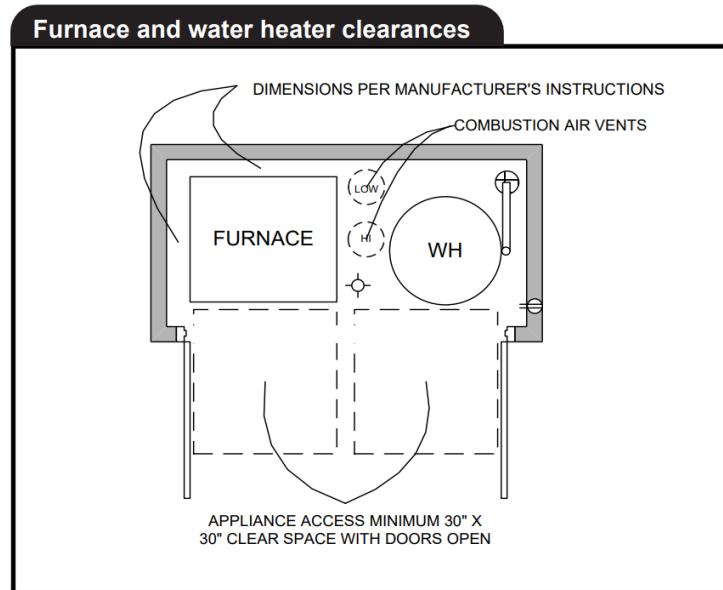
Figure 1.1- Example Floor Plan



Example for Required Submittal Documents:

Figure 1.2- Example Construction Details – Mechanical Room Furnace and Water Heater Details

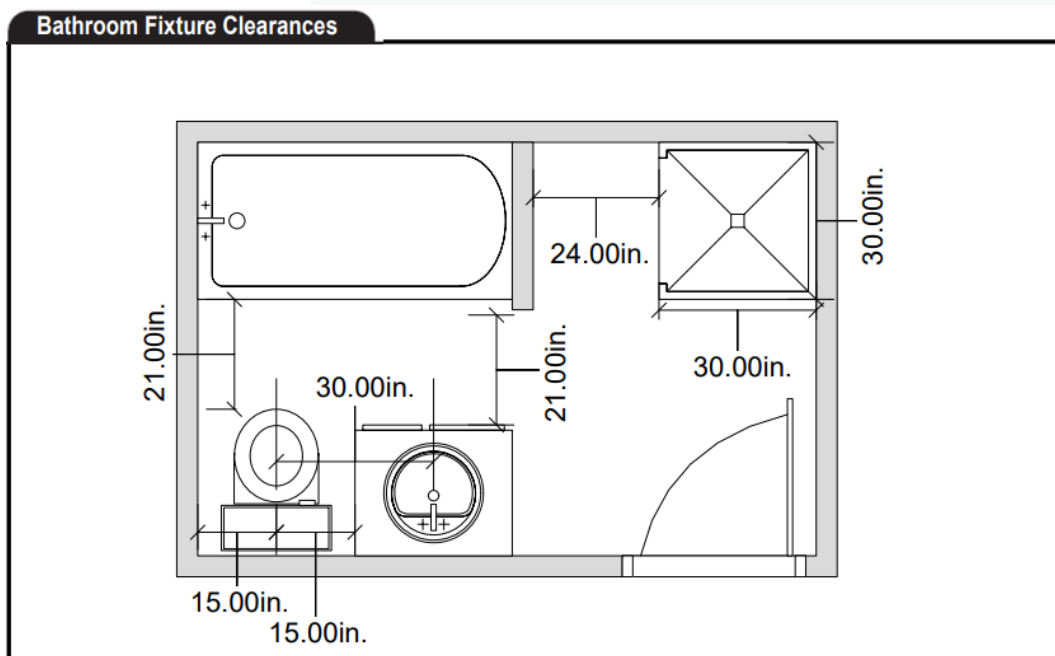
Location of Furnace / Water Heater must be shown on Floor Plan



Example for Required Submittal Documents:

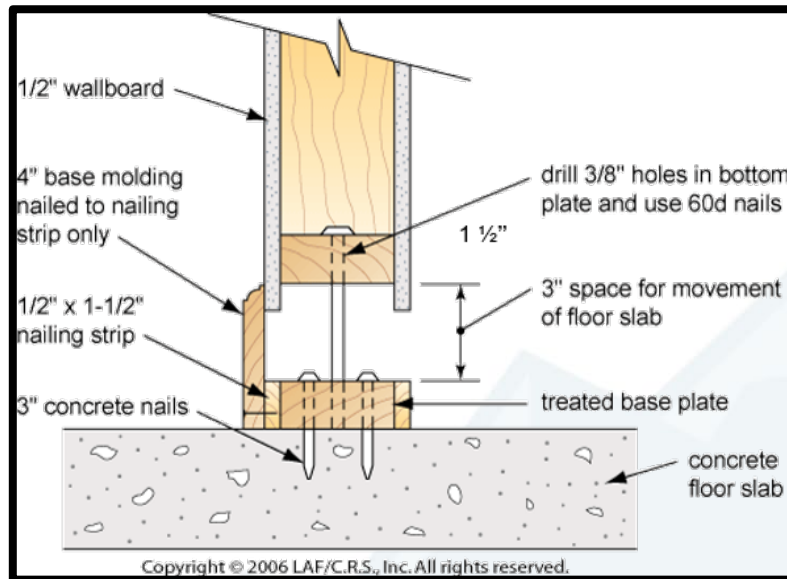
Figure 1.3. - Example Construction Details - Bathroom Details

Location & Dimension of water closet must be shown on Floor Plan



Additional documents – ***Not Required*** to include with submittal documents:

Figure 1.6 - Example Additional Construction Details – Basement Finish Details Floating Walls



Basement Finish Requirement Details

Emergency Escape:

All basements and sleeping rooms must have emergency escape window or exterior door. Emergency escape window well. Ladder required if more than **44 inches to grade bottom of well, to top of well.** *(For emergency escape window and window well, requirements see image 1.4 on page three.)*

Smoke Alarms:

Smoke alarms are required in all basements. If the finished basement contains a sleeping room, a smoke alarm must be installed on the ceiling or wall in the sleeping room and in the hallway or area immediately outside of the sleeping room. Smoke alarms added to satisfy the above requirement must be hard-wired with battery backup and interconnected with existing smoke alarms. Smoke alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and on each level unless removal of interior wall or ceiling finished would be required. In this case, battery operated devices are acceptable.

CO Detectors / Carbon Monoxide Alarms:

C/O detectors shall be installed outside of each separate sleeping area within 15ft of the bedrooms. Detectors may be battery-operated, plug-in type or combination smoke/co detectors hard wired into the houses electrical system.

Floated Walls: In areas subject to floor heaving, non-bearing walls on the basement floor slabs should be built to accommodate not less than 1 1/2 inches of floor movement. *(See Image 1.5 for a detail of a typical floated wall page four.)*



Basement Finish Requirement Details

Fuel Burning Appliances:

Furnaces and water heaters cannot be located in a bathroom or bathroom unless appliances are installed in a dedicated enclosure in which all combustion air is taken directly from outdoors, and a weather-stripped solid door equipped with an approved self-closing device is installed. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly (exception-direct vent appliances.) For maintenance or removal of each appliance must be possible without removing the other of disturbing walls, piping, valves, ducts, vents, wiring or junction boxes. For Typical furnace and water heater clearances ([see image 1.2 for detail on page two.](#))

Bathrooms:

Toilets must be provided with a minimum of 21" clearance in front of the toilet and 15" from the center of the toilet to any sidewall or other obstruction. Showers shall have a minimum inside dimension of 900 square inches. A ventilation fan is required in toilet rooms and bathrooms with operable windows. The fan must be vented to the exterior of the building and not to terminate within 3' of an opening into the building.

Space Under Stairs:

If access from a finished room to the area or space under the basement stairs is provided for storage or others uses, the walls and ceiling of this enclosed space must be protected on the inside with a minimum ½ in gypsum board.

Fireblocking:

Fire Blocking must be installed in concealed spaces of wood-furred walls at the ceiling level, at 10' intervals along the length of the wall and at all interconnections of concealed vertical and horizontal spaces such as intersection of stud walls and soffits or dropped ceilings. A detail of typical fire blocking is included in this handout. Fire blocks may be constructed of 2" lumber, 3/4" plywood or particle board, 1/2" gypsum board or fiberglass insulation 16" minimum in height, securely fastened.

Ceiling Heights:

If the ceiling will be less than 7ft, please reach out directly to Wellington's Building Department. [970-568-3381](tel:970-568-3381).



Why do I need a permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that can result in a safer project.

It's the Law Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies

When is a permit not required?

- Painting
- Hanging Wallpaper
- Carpeting
- Cabinet Installation
- Counter Tops
- Tiling
- Wood Floors

Tips on hiring contractors

- ✓ Get at least 3 bids.
- ✓ Get 3 references and ask to see a project.
- ✓ Get it in writing, but before you sign the contract, make sure you completely understand. Do not make final payment until you have received a Certificate of Completion (CC) or until final inspections have passed
- ✓ Have the contractor apply for the required permits.