

Finishing a Basement Checklist

Scope:

This document addresses a modification of an unconditioned space to a conditioned or habitable space which requires no other structural modification. Unless noted on the plan it is assumed that the current existing area of the proposed alteration meets the current code for floor loading, exiting, stairs, landings, etc.

Document Requirements:

1. \$100 Plan Review Fee (required)
2. One (1) copy of a completed 1-2 Family Dwelling Permit Application.
3. One (1) copy of the floor plan of the complete unfinished area drawn to a ¼" to 1'-0" scale. The drawing should include the following information (example on the back):
 - a. Indicate the portion of the space to be modified.
 - b. The use of the new room or rooms.
 - c. The overall dimensions of the space and the dimensions of the new work.
 - d. The name and address of the person designing the plan.
 - e. Wall construction description.
 - f. If sleeping rooms are designated include the following notes on the plan:
 - i. Emergency egress meeting the requirements of the North Carolina Residential Building Code, Section R310 will be provided.
 - ii. Smoke detectors, carbon monoxide alarms, and Arc Fault protection meeting the requirements of the North Carolina Residential Code section R314, R315, and the National Electrical Code section 210.12 shall be provided.
4. One (1) copy of Workers Compensation Compliance Verification for projects costing over \$30,000.
5. One (1) copy of Certificate of Insurance (if applicable) for projects costing over \$30,000.
5. One (1) copy of Applicant Questionnaire for Homeowners Acting as the General Contractor for projects costing over \$30,000.

Plan Check Requirements: (Apex Plans Examiner)

1. Verify the required notes if the room is to be used for sleeping purposes.
2. Calculate the gross square feet of the area to be modified.

Inspections:

1. Rough-in. To be scheduled when all the rough framing, electrical, mechanical, plumbing, and fire stopping is complete but before the installation of any insulating materials.
2. Insulation. Insulation may be installed only after the rough-in inspection has been approved and permission to insulate has been given in writing. This inspection to be scheduled when all required insulation has been installed, but before any portion of the insulation is covered.
3. Final. To be scheduled after all work (wall coverings, building, electrical, mechanical, and plumbing systems, etc.) is complete.

John Q. Public
100 N. Main St.
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Proposed Wall Construction: Below grade walls to be furred out with 2x4 studs, R-13 insulation and 1/2" drywall; Above grade walls to be framed with 2x4 studs, R-15 insulation and 1/2" drywall.

