

Finishing an Attic or Bonus Room Checklist



Town of Apex Building Inspections and Permitting Phone: 919-249-3418 Email: ePermit.Notify@ApexNC.org

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 (application & forms are available here: <https://www.apexnc.org/188/FormsApplications>)

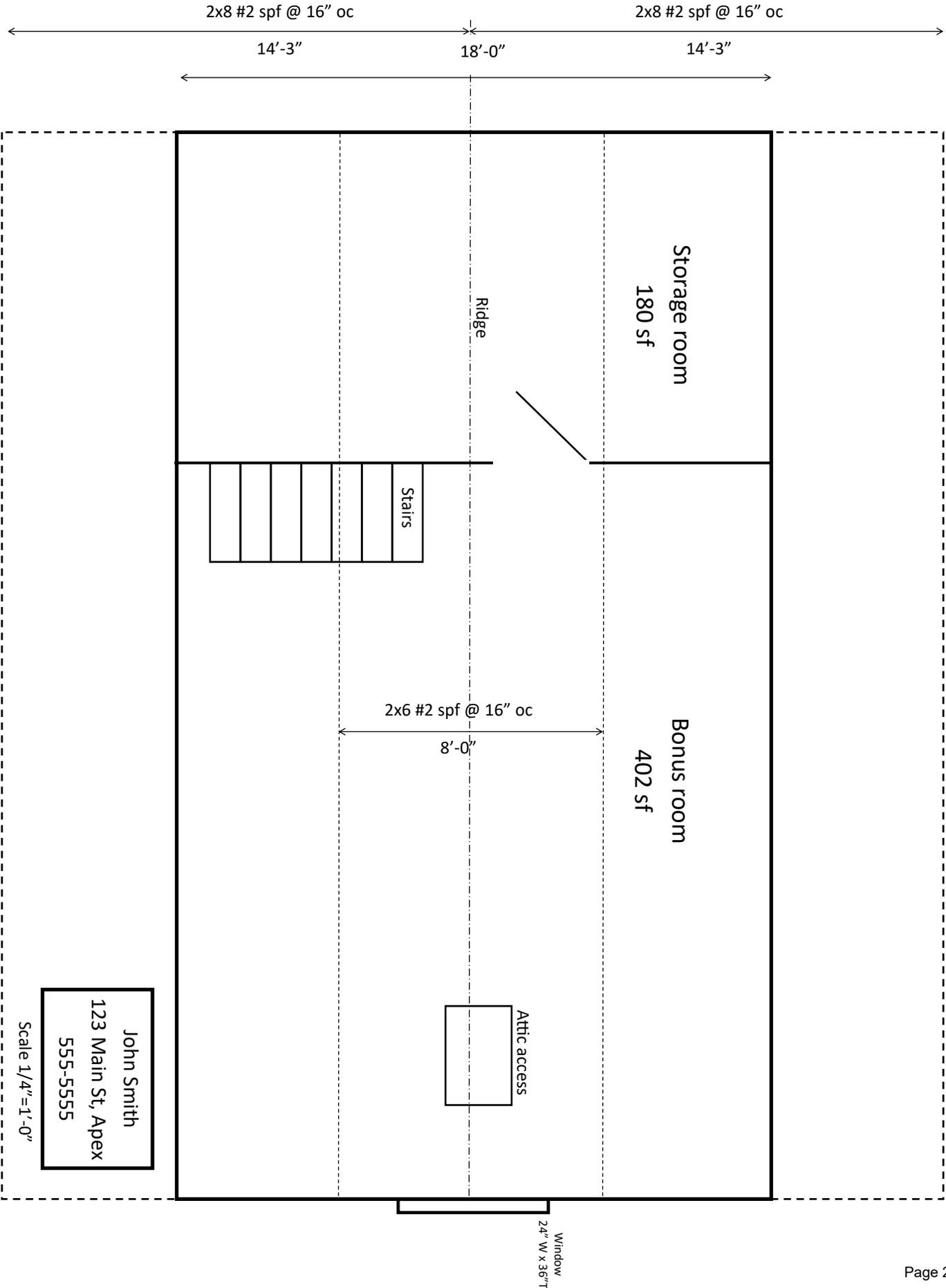
1. \$100 Plan Review Fee (required)
2. 1 copy of a completed 1-2 Family Dwelling Permit Application
3. 1 copy of the floor plan of the complete unfinished area drawn to a 1/4" to 1'-0" scale. (example on page 2) **The drawing should include the following information:**
 - a. Indicate the portion of the space to be modified, identify the uses of the rooms.
 - b. Show the location of windows along with the size of the windows.
 - c. Indicate the location of any required attic access.
 - d. The overall dimensions of the space and the dimensions of the new work.
 - e. The size, species, grade, spacing and span of the existing rafters.
 - f. The size, species, grade, spacing and span of the ceiling joists.
 - g. The name and address of the person designing the plan.
 - h. Wall construction description. Insulate per Code.
 - i. 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. 1 copy of Workers Compensation Compliance Verification (cost >\$40,000).
5. 1 copy of Certificate of Insurance (cost >\$40,000). Certificate holder is Town of Apex, 73 Hunter St, Apex NC 27502
6. 1 copy of Owner Exception Questionnaire (if applicable)

Plan Check Requirements: (Apex Plans Examiner)

1. Verify the rafter span for a 40 psf total load (20 lb. live load and 20 lb. dead load)
2. Verify the ceiling joists to meet span requirements.
3. Verify the required notes if the room is to be used for sleeping purposes.
4. 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 and the ventilating air baffles have been installed, but before the installation of any insulating materials.
Note: The ventilating air baffles are applied to the underside of the roof rafters to allow for cross ventilation. Furring the rafters may be necessary to accommodate the insulation. An attic access 22" x 30" may be required.
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 floor, wall and ceiling 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.



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Scale 1/4"=1'-0"