



# Information Sheet

## Engineering Department

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## Basement Finish

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### Frequently asked questions:

#### **Do I need a permit?**

Yes:

General Information:

- 1) All wood in contact with concrete is to be treated.
- 2) Bathroom exhaust fan(s) to vent to the outside.
- 3) All electrical work is to conform to the 2005 National Electrical Code.
- 4) All plumbing is to conform to The Illinois Plumbing Code.
- 5) If the room(s) will be used as a bedroom, please provide the normal window operation clear opening space and the height of the sill above the floor. The opening space is to be at least 5.7 sq. ft. net clear and at least 24" high and 20" wide. Sill is to be no more than 44" from the floor.
- 6) The floor drain must be in the same room as the water heater and furnace.

#### *Will a plan be required?*

A plan by an architect is not required.

A sketch is required including room sizes, room usage (i.e. family room, bathroom, sleeping room), location of hot water heater, location of floor drain(s), location of furnace and exits.

#### *If I do the work myself is the estimate of cost to include labor?*

Yes:

If you are unfamiliar with construction labor costs please indicate material costs and staff will provide the rest.

#### *Is there anything else I should know?*

Yes:

Structural modification to steel beams, posts, joist and exterior basement walls require additional details and possibly verification by a design professional.

#### *What is the next step?*

Submit a building permit application and attach the required sketch.

**PLEASE NOTE:** These guidelines are not a comprehensive presentation of all the ordinances and building codes involved in finishing a basement.

If you have any questions or concerns please contact the Village Engineering Department at (618) 632-1022 ext. 113 or [netling@shilohil.org](mailto:netling@shilohil.org).