



Information Sheet

Code Enforcement

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Basement Finish

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Frequently asked questions:

Do I need a permit? Yes

Will a plan be required? A plan by an architect is not required. However, 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.

General Information:

- ✓ All wood in contact with concrete is to be treated.
- ✓ Bathroom exhaust fan(s) to vent to the outside.
- ✓ All electrical work is to conform to the 2017 National Electrical Code.
- ✓ All plumbing is to conform to The Illinois Plumbing Code.
- ✓ 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.
- ✓ The floor drain must be in the same room as the water heater and furnace.

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 Code Enforcement Department at (618) 632-1022 ext. 126 or mcampbell@shilohil.org.