



## **GENERAL INSTRUCTIONS FOR BASEMENT REMODEL**

### **Need to submit:**

1. Building permit application filled out completely, including cost of job with labor & materials (pg 6)
2. General contractor and subcontractor information (if applicable)
3. Plumber's Letter of Intent (if applicable)
4. Two sets of construction plans, signed and sealed by Illinois Registered Design Professional, which includes the following information: (also see below **Requirements** for additional details)
  - a. Electrical layout (outlets, switches, and lighting)
  - b. Plumbing layout (if applicable)
  - c. Ceiling type and height
  - d. Details on wall construction (window size and location, stud size and type, finish wall material, etc.)
  - e. Insulation details
  - f. Rooms labeled to use (den, exercise, family room, bedroom, etc.)
  - g. Room sizes
  - h. Mechanical layout (furnace/water heater location, BTU rating on mechanicals, supply and return registers, water meter location, make-up/combustion air supplies)

**Please note:** All construction must comply with applicable code minimums as adopted by the Village of Oswego. If you are a homeowner doing the work yourself and you are not comfortable with portions of the job, it is recommended that you seek the assistance of a professional contractor.

### **Requirements:**

1. **Two copies** of the floor plans are required with **all** information detailed below: (See sample illustration on page 5)
  - a. General
    - i. Rooms labeled as to their use.
    - ii. The dimensions of each room including storage and unfinished areas.
    - iii. The location of all emergency and rescue openings meeting the requirements as listed within this packet.
    - iv. Ceiling height and type of ceiling to be installed.
    - v. Provide details of the wall construction. Information should include size and type of studs, center spacing, material type in contact with concrete surfaces, and method of fire-blocking to be installed between the wall cavities and the floor system above.
  - b. Electrical
    - i. Location of all receptacle outlets, light switches, and lighting fixtures with circuits illustrated between devices.



**BUILDING & PERMITS DEPARTMENT**  
100 Parkers Mill • Oswego, IL. 60543 • (630) 554-2310  
Email: bzinfo@oswegoil.org

- ii. Electrical panel location with required clearances provided.
- iii. Location of all smoke detectors and carbon monoxide detectors.
- c. Mechanical
  - i. Location of all furnace and water heating appliances. Provide BTU input ratings for each. Note if the furnace is high efficiency with combustion air drawn from the exterior of the home.
  - ii. Location of required combustion air supply for furnace and water heating equipment.
  - iii. Indicate the location of all heating supplies and returns within habitable areas of the basement remodel.
- d. Plumbing (if applicable)
  - i. Water meter location.
  - ii. Location of all plumbing fixtures.
  - iii. Provide details of the required plumbing work to be completed and note if portions were installed during the original construction of the home, such as rough in plumbing placed under the concrete floor.
- e. Energy Conservation
  - i. Indicate on the plans the proposed R value of the insulation within the walls, meeting the requirements of the 2021 International Residential Code and 2021 Illinois Energy Conservation Code and all local amendments.
  - ii. If any windows are to be replaced, provide the windows U-factor information, meeting the requirements of the 2021 International Residential Code and 2021 Illinois Energy Conservation Code and all local amendments.
  - iii. Indicate the location of recessed lighting, meeting the 2021 Illinois Energy Conservation Code and all local amendments.

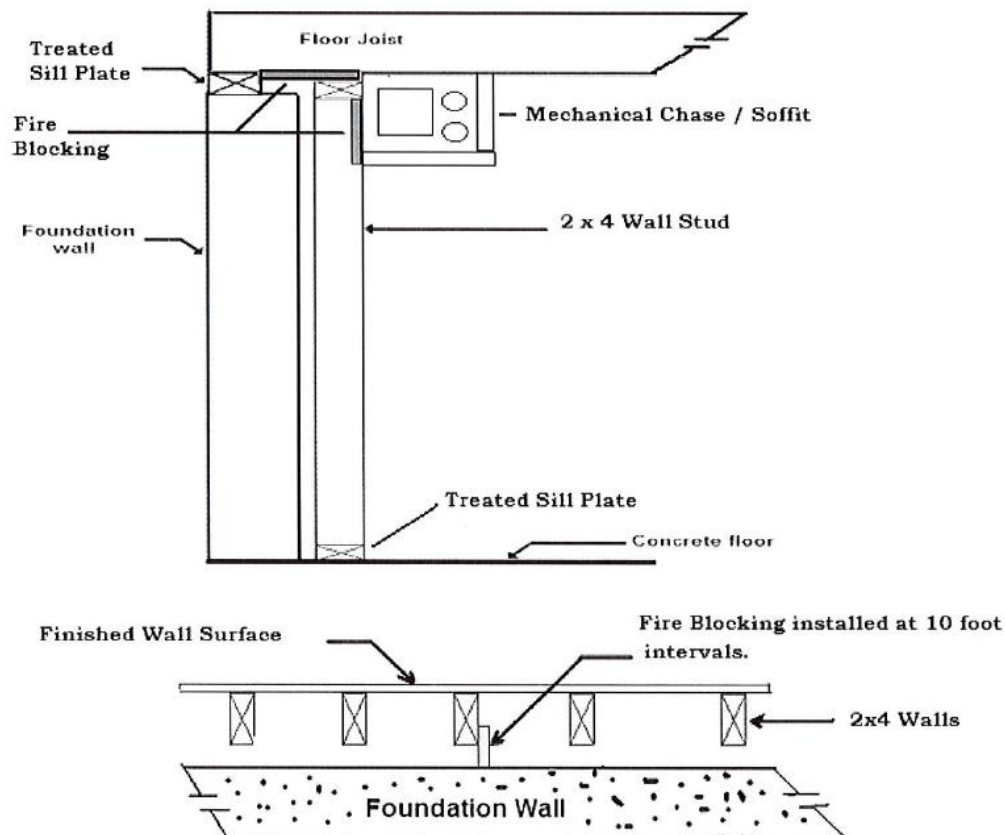
## 2. General information

- a. Habitable rooms, hallways, corridors, bathrooms, toilet rooms, and laundry rooms shall have a ceiling height of not less than 7 feet. The required height shall be measured from the finished floor to the lowest projection from the ceiling.
  - i. Exceptions:
    - 1. Beams, girders, and existing mechanical equipment do allow the ceiling in these areas to project 6 inches into the required ceiling height.
    - 2. Where compliance with this provision is technically infeasible or would impose disproportionate cost because of structural, construction, or dimensional difficulties, other alternatives may be accepted. **Provide a written request with details of your situation for review to the Building & Permits Department. This should be approved prior to submitting further documents.**
- b. Fire blocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) and to form an effective fire barrier between stories, and between top story and the

roof space. Fire blocking shall be provided in wood frame construction in the following locations (as referenced in the 2021 International Residential Code and all local amendments):

- i. In concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs as follows:
  1. Vertical at the ceiling and floor levels
  2. Horizontal at intervals not exceeding 10 feet
- ii. At all interconnections between concealed vertical and horizontal spaces such as those that occur at soffits, drop ceilings, and cove ceilings.
- iii. In concealed spaces between stair stringers at the top and bottom of the run.
- iv. At openings around vents, pipes, ducts, cables, and wires at ceiling and floor level, with an approved material to resist the free passage of flame and products of combustion.

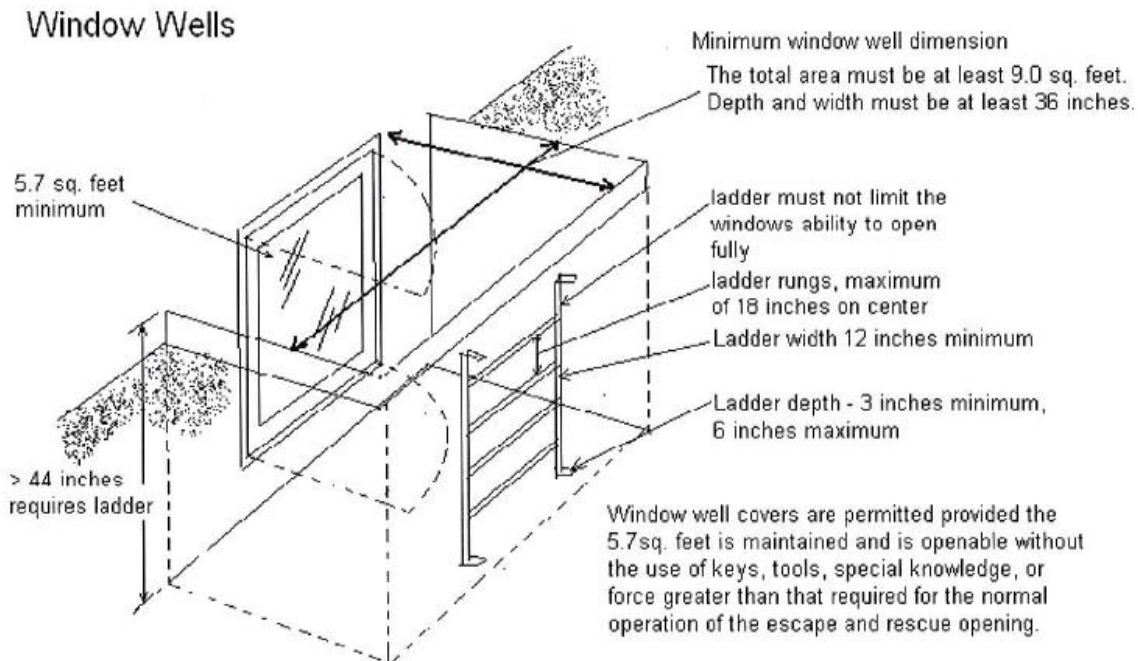
**Expanding foam is not allowed as an approved fire blocking material unless it has been tested in accordance with ASTM E 814.**



- c. Habitable rooms shall be provided with aggregate glazing area (i.e., windows) of not less than 8 percent of the floor area of such rooms. One half of the required area of glazing shall be openable. The glazed areas may be omitted in rooms, except bedrooms, where an approved

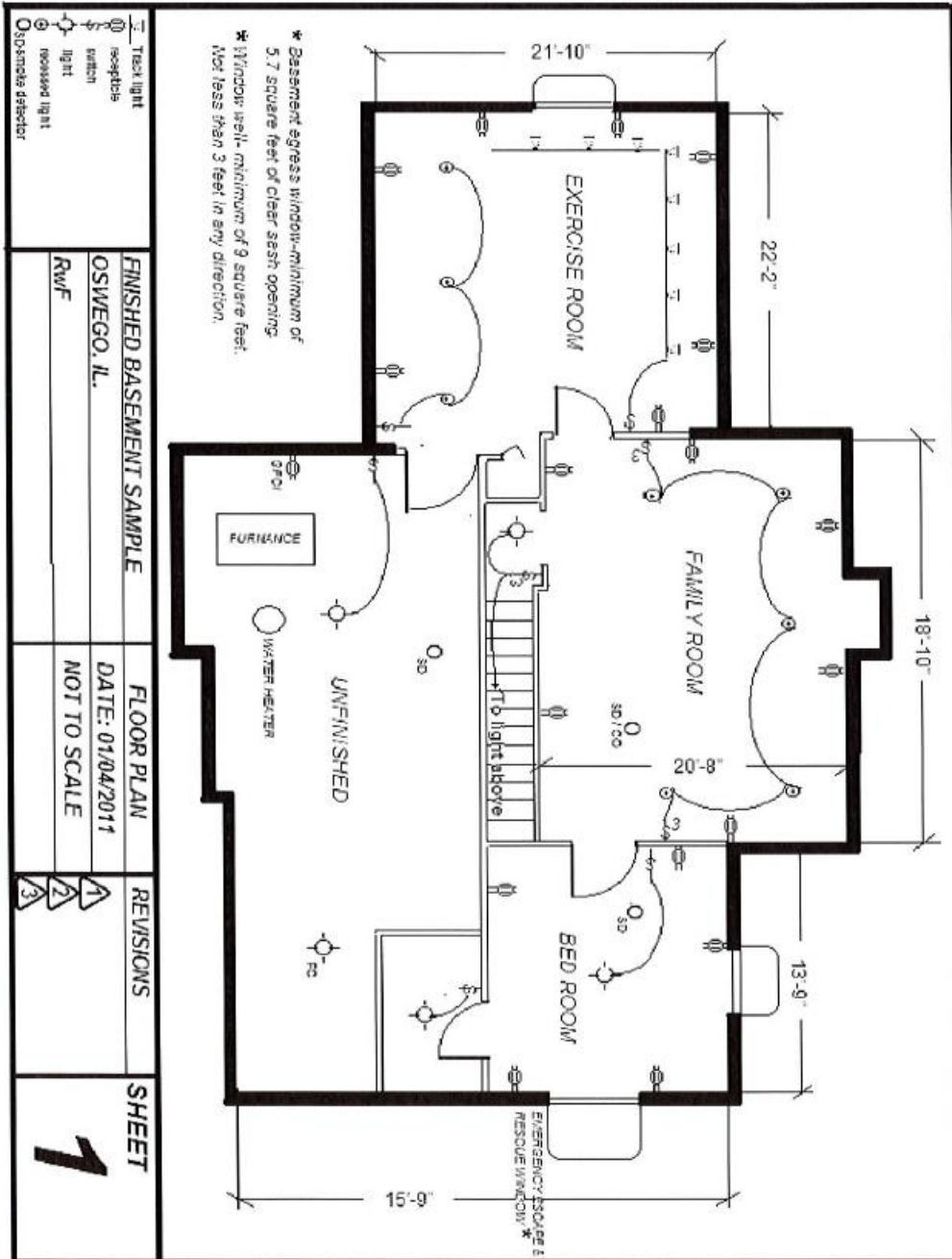
mechanical ventilation system is provided capable of producing 0.35 air change per hour in the room, or a whole house mechanical ventilation system is installed capable of supplying outdoor ventilation air of 15 cfm per occupant, and an approved artificial light source is provided in the room or space.

- d. All required mechanical clean outs, shut offs, and other related equipment requiring access shall be provided with a means for access in all wall and ceiling covers. Indicate the locations of these items and describe the means used for access.
- e. Window well for the required escape and rescue opening
  - i. The required emergency escape and rescue opening shall be provided with a window well meeting the following criteria: (illustrated below)
    1. Minimum horizontal area of 9 square feet, with a minimum horizontal projection and width of 36 inches.
    2. The area of the window well shall allow the window to open fully.
    3. A permanently affixed ladder is required for window wells with a vertical depth of 44 inches or greater. Size requirements as shown within illustration below.



- f. This pertains to all finished habitable rooms within the remodel. Receptacle outlets shall be provided so that no point along the floor line in any wall space is more than 6 feet measured horizontally from an outlet in that space.

- g. A receptacle outlet is required in any wall space 2 feet or greater in size.
- h. All new receptacle outlets installed within the home are required to be tamper resistant in design.
- i. All new circuits to be installed are required to be provided with Combination Arc Fault Protection.





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 Website: <http://www.oswego-il.org>  
 Building & Zoning Email: [BZinfo@Oswegoil.org](mailto:BZinfo@Oswegoil.org)

RECEIVED \_\_\_\_\_  
 ENTERED \_\_\_\_\_  
 APPROVED \_\_\_\_\_  
 CONTRACTOR REG. \_\_\_\_\_  
 COMPLETE \_\_\_\_\_

# Building Permit Application

Permit No. \_\_\_\_\_

<b>CUSTOMER/OWNER INFORMATION</b>	Name _____ Project Address _____ Sub-division _____ Lot No. _____ Phone No. _____ Email _____
<b>CONTRACTOR INFORMATION</b>	Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____ Email _____ Field Contact Name _____ Phone No. _____

**Approximate Construction Cost (Including Labor): \$** \_\_\_\_\_  
 \*\*\*All permit applications require supplementary documents for each permit request\*\*\*

<b>EXISTING &amp; NEW STRUCTURE REQUESTS</b>	<table style="width:100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Re-roof  <input type="checkbox"/> Siding  <input type="checkbox"/> Replacement Windows  <input type="checkbox"/> Replacement Doors  <input type="checkbox"/> Deck  <input type="checkbox"/> Patio/Side Walks  <input type="checkbox"/> Driveway  <input type="checkbox"/> Radon Mitigation  <input type="checkbox"/> Solar         </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Fence  <input type="checkbox"/> Shed  <input type="checkbox"/> Pergola  <input type="checkbox"/> Hot Tub  <input type="checkbox"/> Swimming Pool              <input type="checkbox"/> Above              <input type="checkbox"/> Inground              <input type="checkbox"/> Temporary  <input type="checkbox"/> HVAC         </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Water Heater  <input type="checkbox"/> Plumbing Work  <input type="checkbox"/> Electrical Work  <input type="checkbox"/> Additions  <input type="checkbox"/> Basement/Remodel              • Location _____  <input type="checkbox"/> Lawn Irrigation  <input type="checkbox"/> Garage  <input type="checkbox"/> Other _____         </td> </tr> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Chicken Coop  <input type="checkbox"/> Tent         </td> <td colspan="2"></td> </tr> </table>	<input type="checkbox"/> Re-roof <input type="checkbox"/> Siding <input type="checkbox"/> Replacement Windows <input type="checkbox"/> Replacement Doors <input type="checkbox"/> Deck <input type="checkbox"/> Patio/Side Walks <input type="checkbox"/> Driveway <input type="checkbox"/> Radon Mitigation <input type="checkbox"/> Solar	<input type="checkbox"/> Fence <input type="checkbox"/> Shed <input type="checkbox"/> Pergola <input type="checkbox"/> Hot Tub <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Above <input type="checkbox"/> Inground <input type="checkbox"/> Temporary <input type="checkbox"/> HVAC	<input type="checkbox"/> Water Heater <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Electrical Work <input type="checkbox"/> Additions <input type="checkbox"/> Basement/Remodel • Location _____ <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	<input type="checkbox"/> Chicken Coop <input type="checkbox"/> Tent		
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## Certificate:

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

The applicant agrees to conform to all applicable Federal, State, and Local laws of this jurisdiction. They also agree that all work performed under this permit will be in accordance with plans and specifications accompanying this application, except for changes as may be required by the adopted Building Code and inspection officials.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_