



BASEMENT RENOVATION HANDOUT.

BUILDING INSPECTION CITY HALL
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BASEMENT RENOVATION.

Plans shall be submitted for any alteration project that involves finishing an area in the basement and / or creating rooms, before a building permit can be issued. The plans will be examined by a Certified Building Inspector to ensure they conform to State of Wisconsin Building Codes and City of Manitowoc building and zoning codes.

Plan Review.

Here are some of the items the Building Inspector looks for when reviewing basement alteration plans.

When the alteration involves a bedroom the plan must allow for two legal exits. In order for a window to serve as a legal exit, it must be sized in proportion to the size of the room to provide adequate natural light & ventilation & be located properly. See the State of Wisconsin UDC building code SPS 321.03(5)(b) & SPS 321.03(6) for specifics.

If you are constructing a bathroom area an exhaust fan vented to the outside is required.

Submitting plans.

Please bring the following materials when applying for a permit.

1) A layout plan for the project.

- Drawn to scale or dimensioned.
- Indicate location, size & use of the rooms.
- Indicate the size & location of doors, windows, & ceiling heights.
- Indicate the location of all major appliances (furnace, water heater, electrical panel, & fireplace). Is the furnace direct vent? Is the water heater direct vent?
- Indicate the location of smoke detectors.
- Include a description of how the walls will be furred out & what the finish material will be.

2) Estimated value of the project.

The fee for the building permit will be based on the cost of the materials & labor to build the project, excluding the cost of HVAC,

electrical, & plumbing. A fair market labor charge must be included even if you are doing the work yourself. The fee for the building permit is \$8.00 per \$1,000 of project value with a minimum fee of \$40.

Associated permits. Separate permits are required for electrical, plumbing and heating.

Electrical permit. If the work done involves a single or a two family home, which is owner occupied, the owner may take out the electrical permit & do the work. Only a licensed electrical contractor may do work to the main electrical service.

Electrical service clearances. The electrical panel may not be located in either a closet or a bathroom, NEC 240.24 (D) & (E). Sufficient access & working space shall be provided. A minimum of 36" perpendicular to the front edge of the electrical panel and a minimum width of 30 inches or the width of the equipment whichever is greater, NEC 110.26 & NEC 110.26(A)(1).

Plumbing permit. The owner may take out the plumbing permit & do the work inside a single-family owner occupied home only.

Inspections. Before any phase of construction is covered or concealed by a subsequent phase of construction please call 686-6940 at least 24- hours in advance to schedule the following inspections:

- **ROUGH IN** - Framing is complete, mechanical work is roughed in, **before** insulation is installed.
- **INSULATION** - Insulation is installed, **before** the walls & ceilings are covered with drywall or other material.
- **FINAL** - Shall be made prior to occupancy.

Code Reference. For municipal code information please visit our website at www.manitowoc.org or for UDC code information please visit the Wisconsin Department of Safety & Professional Services website at <http://dsps.wi.gov/sb>