

Residential Basement Finish

Permit Checklist:

- [Permit Application](#)
- Construction Details
- Floor Plan
- Contractor Info/License or [Homeowner Declaration Form](#)

Do I need a contractor?

- Owners who are an occupant of the property can apply for a permit. A [Homeowner Declaration Form](#) is required.
- If you plan on subcontracting work, the contractor must remit a subcontractor form and licenses to chambleedevelopment@chambleega.gov.
- Unlicensed contractors often attempt to secure owner-initiated building permits by stating that the property owner is personally providing his or her own labor and materials. This is one reason why you should always ensure that your contractor is licensed. Check sos.ga.gov to verify that your contractor is licensed.
- If a contractor is doing the work, have the contractor apply for the required permits. You may protect yourself from possible liability if the contractor applies for the proper permit in his or her name.

Why Do I need a Permit?

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier

Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety

Your permit allows the City to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that can result in a safer project.

It is the Law

Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

Tips on hiring contractors

- ◆ Hire only licensed contractors.
- ◆ Get at least 3 bids.
- ◆ Get 3 references, and ask to see a project.
- ◆ Get it in writing, but before you sign the contract, make sure you completely understand.
- ◆ Do not make final payment until you have received a Certificate of Completion (CC) or Certificate of Occupancy (CO) and until you are satisfied.

Permitting Information

Submit an application and all required documents to the Development Department via e-mail to ChambleeDevelopment@chambleega.gov, or in person at the Development Department office.

Permits are issued between 8:30am and 5:00pm Monday-Friday. The typical review time is five business days. Please contact us if you have any questions.

Basement Finish Requirements

What your plans need to show:

1. Draw a floor plan with dimensions to scale, showing the layout of the entire basement. Label the use for all of the rooms. Distinguish existing from new and finished from unfinished.
2. Show electrical outlets, smoke detectors, lighting, fans, plumbing modifications, cleanouts, furnace and water heater. Indicate whether equipment is electric or gas.
3. List window sizes and types, identify emergency escape and rescue windows.
4. Identify modifications to the existing structure such as posts, beams and floor joists.
5. Indicate where dropped ceiling areas are less than 7 feet.
6. Show clearance around the tub and fixtures.

Things to keep in mind depending on project type

Ceiling Heights:

If the finished ceiling will be less than 7', please consult with the City's Building Official.

Emergency Escapes:

All basements and sleeping rooms must have an emergency escape window or exterior door. Emergency escape windows with a sill height below grade must be provided with an emergency escape window as well as ladder. For details on Emergency escape windows, see Section R310 of the International Residential Code.

Insulation:

Provide a Georgia Energy Code Compliance Report or a copy of the ResCheck calculations.

Space under Stairs:

If access to the area or space under the basement stairs is provided for storage or other uses, the walls and ceiling of this enclosed space must be protected on the inside.

Smoke/Carbon Monoxide Alarms:

Smoke alarms are required on in all basements. If the finished basement contains a sleeping room, a smoke alarm must be installed on the ceiling or wall in the sleeping room and in the hallway or area immediately outside of the sleeping room. Smoke alarms added to satisfy the above requirements must be hard-wired with a battery backup and interconnected with existing smoke alarms. Smoke alarms are required to be hardwired and interconnected in new AND existing bedrooms, halls and on each level.

Carbon monoxide detectors are required on each floor and the basement.

Fuel Burning Appliances:

Furnaces and water heaters cannot be located in a bed-room or bathroom unless appliances are installed in a dedicated enclosure in which all combustion air is taken directly from outdoors and a weather stripped solid door equipped with an approved self closing device is installed. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly.

A minimum of 30" clear working space must be provided in front of furnaces and water heaters. Maintenance or removal of each appliance must be possible without removing the other or disturbing walls, piping, valves, wiring and junction boxes.

Bathrooms:

Toilets must be provided with a minimum of 21" in front of the toilet and 15" from the center of the toilet and any sidewall or other obstruction. Showers shall have a minimum inside dimension of 900 square inches. A ventilation fan is required in toilet rooms and bathrooms with unopenable windows. The fan must be vented to the exterior of the building and not to terminate within 3' of an opening.

Fire Blocking:

Fire Blocking must be installed in concealed spaces of wood-furred walls at the ceiling level, at 10' intervals along the length of the wall and at all interconnections of concealed vertical and horizontal spaces such as intersection of stud walls and soffits or dropped ceilings. A detail of typical fire blocking is included in this handout. Fire blocks may be constructed of 1-1/2" lumber, 2/4" plywood or particle board, 1/2" gypsum board or fiberglass insulation 16" minimum in height, securely fastened.

Basement Finish Plan Examples

A sample basement floor plan and construction details are available by contacting the Development Department or [on the Department website](#).