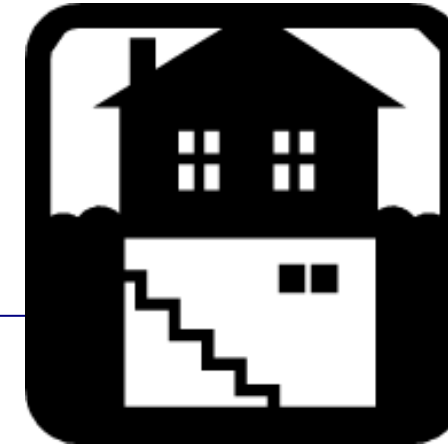
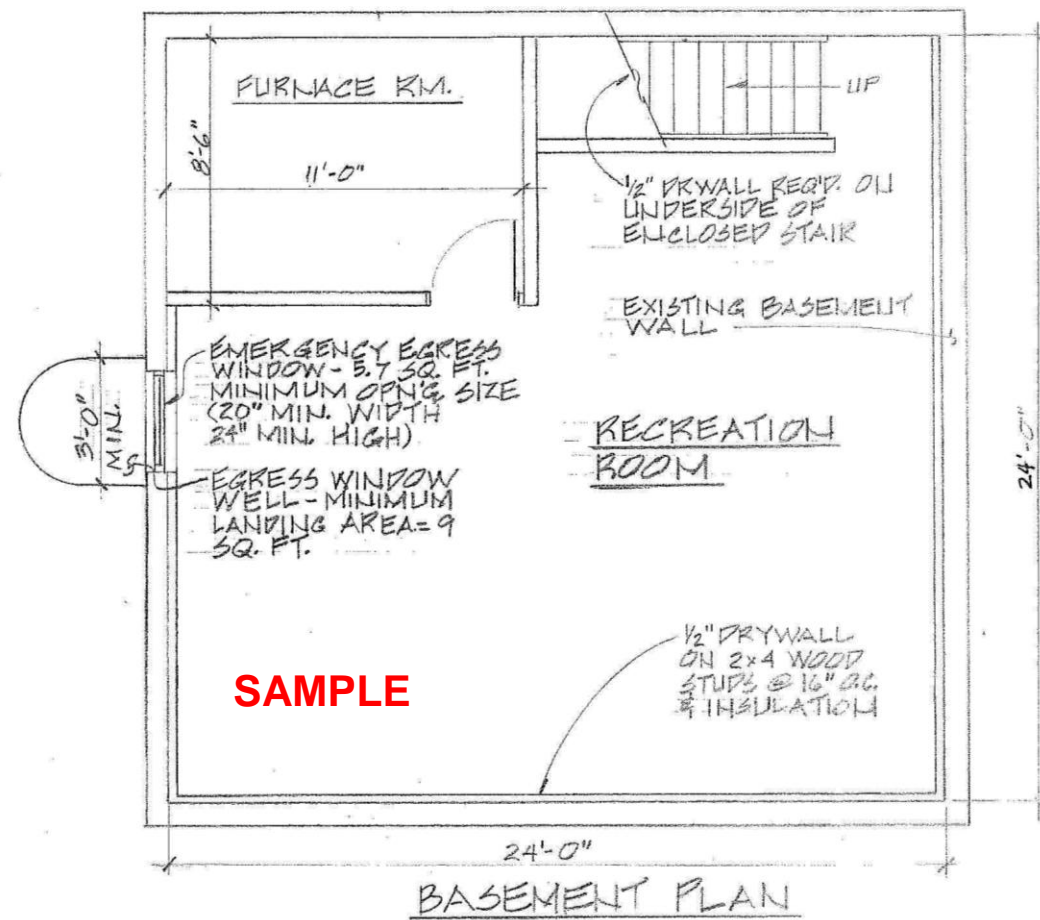


Checklist for Application Submittal

- Application Fee (\$75.00) – the remaining fees and bond will be due at the time the building permit is issued
- Completed Building Permit Application (estimated cost of construction required to be on the application)
- Contractor Registration (if applicable)
- Construction Drawings (two sets) Construction drawings to include: wall section, floor plan & ceiling height and means of emergency egress



Basement Finish

May 2010

*A City of Rochester Hills
Building Department
guide to
finishing a basement*



The information in this guidebook refers to some of the common issues that may cause delays in the permit and inspection process. If your project is beyond the scope of this guidebook, additional requirements may be necessary. Please call the Building Department at (248) 656-4615 if you have any questions.

Congratulations on undertaking the project of finishing your basement. Before you begin, it is important to realize that there are requirements set forth by the Michigan Building Codes that must be followed. We hope that this guidebook will assist you as your project progresses.

1. Permit

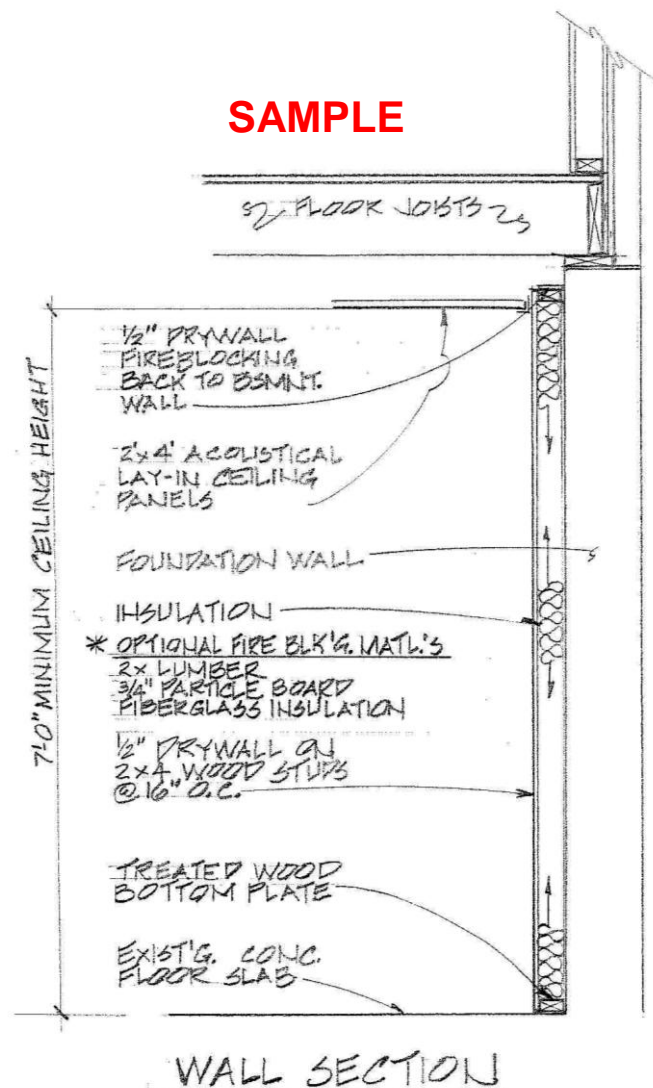
A building permit from the City of Rochester Hills is required prior to construction starting. On the back of this guidebook is a checklist of items needed for application submittal. The building permit application can be found online at www.rochesterhills.org or can be obtained at the Building Department counter.

Once the building permit is issued, trade permits can then be obtained. Trade permits include electrical, mechanical and plumbing.

2. Plan Review

The Plan Reviewer will look for the following items when reviewing your construction plans:-

- Floor plan (see back page)
 - Rooms and Spaces and Use of All Rooms
 - Fully Dimensioned
 - Draftstopping (to be installed in the floor / ceiling assembly so that the area does not exceed 1,000 sq. ft.)
- Wall (Cross) Section
 - Type of Framing & Wall Finish (if wood, a treated wood bottom plate (board) is required)
 - Ceiling – Type and Height (7' minimum)
- Fire Blocking (required from top wall plate back to basement wall and 10' O.C. maximum horizontally back to basement wall – perimeter wall only)
- Emergency Egress Window – with a sill height not more than 44" above the floor
 - Minimum Opening Size = 5.7 square feet
 - Minimum Height = 24"
 - Minimum Width = 20"
- Stairs, if enclosed, shall be drywalled on the underside



3. Inspections

Once your permit(s) is issued, you can begin construction. As your project progresses, the Building Department will need to inspect the work being performed.

The following inspections will need to take place:

1. **Rough Plumbing (if applicable)**
 - After bathtubs, showers and all concealed piping are installed and fire-stopped
2. **Rough Mechanical (if applicable)**
 - After all concealed gas piping, duct work, return air, chimneys and electrical wiring are installed and fire-stopped
 - After fireplace is installed
3. **Rough Electrical (if applicable)**
 - After all recessed fixtures, wires and boxes are installed with grounds and neutrals tied together
4. **Rough Building**
 - After rough plumbing, mechanical, electrical and pre-fab (fireplace) inspections are approved
 - Approved plan must be on site at time of inspection
5. **Final Plumbing (if applicable)**
 - After all fixtures are installed and operational
6. **Final Mechanical (if applicable)**
 - After gas piping, furnace, duct work and return air is installed and operational
 - A gas pressure test will be required for existing gas piping if concealed by drywall.
 - Furnace manufacturer's installation instructions to be on site
7. **Final Electrical (if applicable)**
 - After all electrical equipment, switches, plugs, covers and fixtures are installed and operational
 - After fireplace is installed (if pre-fab, manufacturer's instructions must be on site)
8. **Final Building**
 - After final plumbing, mechanical and electrical inspections have been approved

Scheduling Inspections

In order for us to serve you better, all inspection requests shall be called in on our inspection line at (248) 656-4619. Please remember this line is for inspection requests only. If you have a question or would like to speak to an Inspector, call our main line at (248) 656-4615.

The telephone recorder will ask you the following information:

- The street address of the job site
- The permit number
- The type of inspection requested

Inspections called in before 8:00 a.m. that have been verified will be scheduled for that same day between 9:00 a.m. and 4:00 p.m. Inspections may be done earlier or later depending on the Inspector's workload. Inspections will be performed Monday through Friday.