

Purpose of Guide

The purpose of this guide is to assist you in the permit process for your project. This handout is intended as a basic plan submittal under the 2009 International Residential Code. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional and/or more detailed plans may be required.

This permitting process is not intended to take the place of any Homeowner Association (HOA) or Civic Association requirements; therefore, it is important for you to check with your HOA or CA for any additional requirements they may have.

How to Use this Guide

1. Complete this Building Guide:

Fill in the blanks on page (2) and indicate which construction details will be used. It is important to print legibly to help staff review the information. At least (2) completed copies must be provided to apply for a building permit.

2. Provide a Floor Plan:

A sample floor plan is provided on page (2). Show the existing dimensions of the house, the dimensions of the new room, any new openings and items to be relocated.

Notes:

- a. Special consideration will be given to any new openings that exceed 6' in a bearing wall. A plan from a registered engineer may be required in these instances.
- b. Additions cannot enclose bedroom or basement egress windows.
- c. Heat is required in all habitable rooms. Show how the addition will be supplied with heat.
- d. Smoke detectors are required in homes. If the room requires the addition of a smoke detector, new regulations call for detectors to be powered by electricity (not battery-operated).

3. Submit a Completed Permit Application:

Applications may be obtained at the City of Centennial or www.CentennialColorado.com. It is important that the permit is filled out completely to the best of your knowledge and that you provide any additional pertinent information.

Single Family Basement Finish

Submittal Directions

Directions

1. Submit (2) complete sets of required information.
2. Draw a floor plan with dimensions showing the layout of the entire basement. Label the use of all the rooms.
3. Show smoke detectors, plumbing modifications, furnace and water heater.
4. List window sizes and types; identify emergency escape and rescue windows and size of window wells.
5. Identify modification if any to the existing structure i.e., posts, beams and joist.
6. Indicate height of dropped ceiling areas less than 7'.
7. A shower or tub equipped with a showerhead shall have a minimum ceiling height of 6'8" above a minimum area 30" by 30" at the showerhead.
8. Show clearance around the tub and fixtures.

Job Site Address: _____

Single Family Basement Finish

Basement Finish Requirements

1. Ceiling Heights

If the finished ceiling will be less than 7'-0", please consult Centennial Building Division.

2. Emergency Escapes

All Basement finishes require an egress compliant window or door, sleeping rooms must have their own egress window or exterior door in that space. Emergency escape windows with a sill height below grade must be provided with an egress window well. For egress window and window well requirements, see Item II and III on page (4) of this handout.

3. Smoke Detectors

Smoke detectors are required in all basements in close proximity to the start of the stairs. If the finished basement contains a sleeping room, a smoke detector must be installed on the ceiling or wall in that room and in the hallway or area immediately outside of the room. Smoke detectors added are to meet the above requirements and must be hardwired with battery backup, and interconnected with existing smoke detectors. When one or more sleeping rooms are added or created in the existing residence, the entire dwelling unit shall be provided with smoke detectors located and installed as required for new Group R Occupancies.

4. Fuel Burning Appliances

Furnaces and water heaters cannot be located in or accessed through a bedroom or bathroom. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly. For maintenance purposes, a minimum of 30" clear working space must be provided in front of the furnace and water heater. Maintenance or removal of each appliance must be possible without removing each other or disturbing walls, piping, valves, wiring and J-boxes.

5. Fire Stopping

Fire stopping 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 intersections of stud walls and soffits or dropped ceilings. A detail of typical fire stopping is included on the following page of this handout. Fire stops may be constructed of ½" lumber, ¾" plywood or OSB, ½" gyp board or fiberglass insulation.

6. Insulation

Check with Centennial Building Division for 2009 International Energy Conservation Code for insulation requirements.

7. Space Under Stairs

If access to the area under the basements stairs is provided for storage or other uses, the walls and ceiling of this enclosed space shall be protected on this inside with minimum ½" drywall.

8. Bathrooms

Toilets must be provided with a minimum 24" in front of the toilet and 15" between the center of the toilet and any side wall or other obstruction. Showers shall have a minimum inside dimension on 1,024 square inches, capable of encompassing a 20" circle and be finished 70" above the drain with nonabsorbent materials. These measurements are not acceptable for accessible restrooms for the disabled. A ventilation fan is required in bathrooms and toilet rooms without operable windows. The fan must be vented to the exterior of the building.

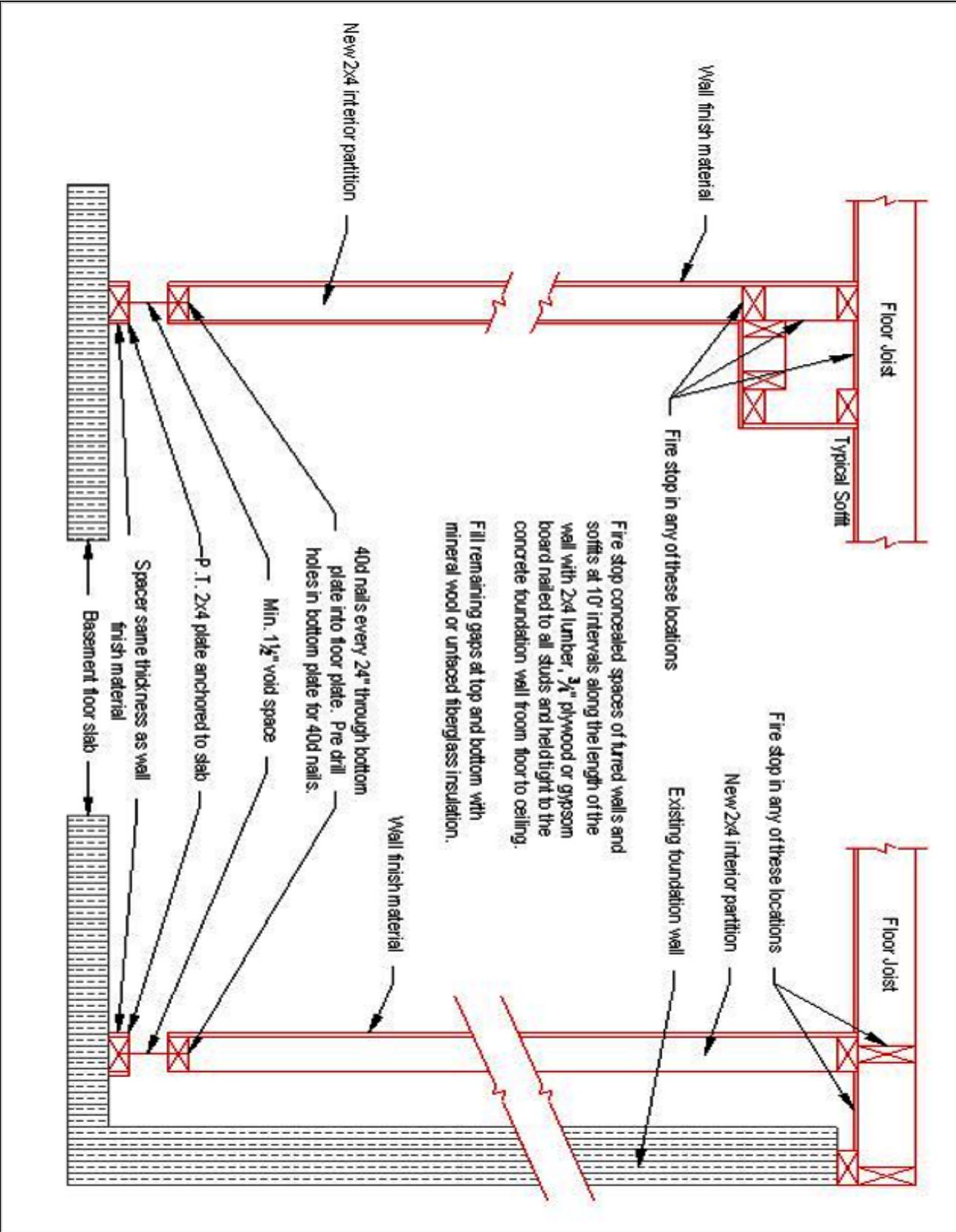
9. Lighting and Ventilation

Natural lighting and ventilation are required for any finished portion of the basement. Contact your Building Division for specific requirements.

Single Family Basement Finish

FIRE STOPPING

ITEM I

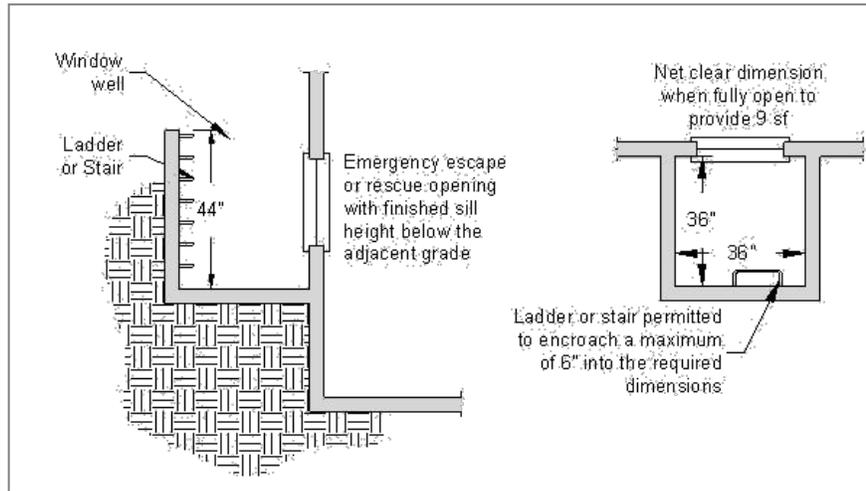


Single Family Basement Finish

EGRESS WINDOW WELL

ITEM II

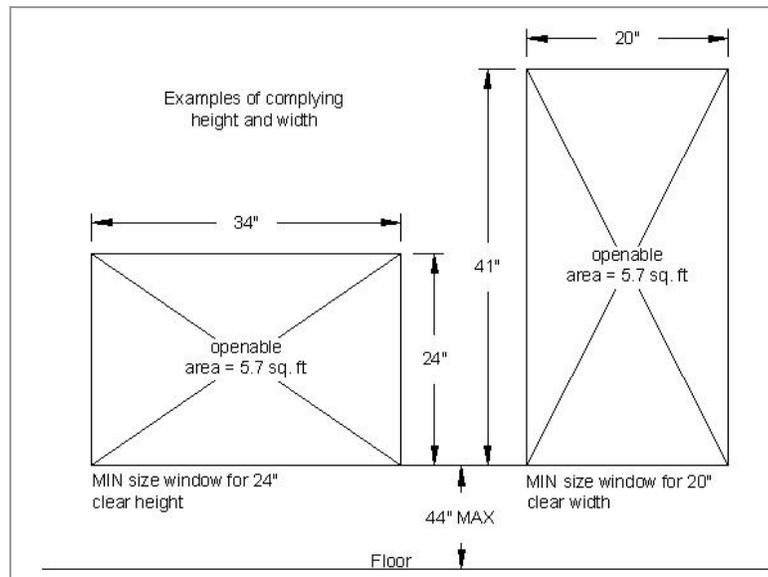
Egress window wells must provide a minimum area of 9 s.f. with a minimum dimension of 36" and shall enable the window to open fully. If the depth of the window well exceeds 44" a permanently affixed ladder must be provided. The ladder must not interfere with the window.



EMERGENCY ESCAPE AND RESCUE WINDOW ITEM III

Emergency Escape and Rescue Windows must meet the following criteria:

- A minimum total open-able area of not less than 5.7 s.f.
- A minimum clear open-able height of 24".
- A minimum clear open-able width of not less than 20".
- A finished sill height of not more than 44".
- A finished sill height of not more than 44" above the floor and should be open-able from the inside without the use of a key, tools special knowledge or effort.



We hope you find the information in this guide useful. If you have any questions, please feel free to contact us.