

Charter Township of Shelby

Harry Reese
Building Director

52700 Van Dyke
Shelby Township, MI 48316-3572

Phone: (586) 731-5969
Fax: (586) 803-2099
E-mail: building@shelbytwp.org

OUTLINE PROCEDURES FOR FINISH BASEMENT PERMIT

PERMIT PROCEDURE

A building permit is required by the OWNER or BUILDER. Submit the information indicated below and allow at least two weeks for plan review and processing. The permit applicant will be contacted when the permit is ready to be picked up. An application fee of \$25.00 is required at the time the application is submitted.

- | | |
|---|--|
| 1) Permit Application | Complete all applicable sections of application. Missing information will cause delays. |
| 2) Construction Plans (3 copies) | <ol style="list-style-type: none">1] Provide <u>floor plan</u> indicating all proposed uses and room dimensions.2] The size and location of all openable windows and doors leading to the outside environment.3] Indicate beam and duct locations on the floor plan4] Indicate the stairway width and location5] Location of smoke alarms6] Location and type of any mechanical ventilation system. |
| 3) Section Drawing (1 copy) | Draw to scale and clearly indicate the following: <ol style="list-style-type: none">1] Type, size and spacing of framing members2] Indicate finish ceiling height to joist and ductwork above.3] Describe type and location of any insulation.4] Indicate thickness and type of wall, floor and ceiling finishes.5] Sealed plans are required for houses exceeding 3,500 sq/ft. |

ADDITIONAL REQUIREMENTS

Separate Permits are Required for: **Electrical, Heating, A/C, Gas Piping, Plumbing, and Pre-Fabricated Fireplaces.**

Registration All residential builders must be registered. All electrical, plumbing, and mechanical contractors must be registered. Property owners must sign a Responsibility Affidavit for homeowner permits.

Building Requirements (See code for full text and requirements)

- Habitable rooms, except kitchens, shall have a ceiling height of not less than 7' 0". The required height shall be measured from the finish floor to the lowest projection from the ceiling. Beams and girders spaced not less than 4' on center may project not more than 6" below the required ceiling height. R-305.1
- **Emergency Escape and Rescue Openings** Basements with habitable space and every bedroom shall have at least one openable emergency escape and rescue window or exterior door opening for emergency escape and rescue. Opening for this purpose shall have a sill height of not more than **44" above the floor**. Escape and rescue window opening with a finished sill height below the adjacent found elevation shall be provided with a window well in accordance with Section R310.2 All emergency escape and rescue openings shall have a minimum net clear opening of not less than 5.7 square feet. In addition, the said opening shall be not less than **20" in clear width & 24" in clear height**.
- **Number of Egress windows** At least one emergency escape and rescue exit is required for a basement with habitable space. However, if bedroom(s) are constructed in the basement area, additional emergency escape and rescue exits are required for each bedroom.
- **Waterproofing** – In areas where a high water table or other severe soil-water conditions are known to exist, exterior foundation walls that retain earth and enclose habitable or usable space shall be waterproofed with a membrane extending from the top of the footing to the finished grade. R-406.2
- Mechanical ventilation or natural ventilation shall be provided.
- **When the ceiling is suspended under floor framing or floor framing is constructed of truss-type open-web or perforated members, draftstopping shall be provided. Draftstopping shall be installed so that the area of the concealed space does not exceed 1,000 sq/ft. The space above said ceiling shall be divided into approximately equal spaces. Draftstopping materials shall not be less than ½" gypsum board or 3/8" plywood. Draftstopping shall be installed parallel to the floor framing members unless otherwise approved by the building official. The integrity of all draftstops shall be maintained. R-502.12**
- Complete firestopping is required at horizontal and vertical space intersections and at any crack or space between frame walls and concrete walls at the top. Firestopping materials shall be 2" lumber or 23/32" plywood or other approved materials.
- **A hard-wired smoke alarm, with battery back-up shall be provided in the basement.**