

**The following criteria are required for basements that were finished without a permit:**

**Letter from an insured contractor verifying:**

1. Interior partitions have minimum 1-1/2" void at bottom plate.
2. Bottom plates are non-decayable material.
3. Stud spacing does not exceed 24"s on center.
4. Bedroom window egress is min. 5.7 square feet. (opening is min. 20" wide x 24" high).
5. Bedroom window wells have an escape ladder fastened to well.
6. Bathrooms without an openable window have an exhaust fan vented to the exterior.
7. Fuel-burning appliances are accessible without going through a bedroom or bathroom.
8. Minimum of 21" in front of water closet.
9. Minimum of 15"s from center to each side of water closet.
10. Minimum 1/2" gypsum board below stairs and landings including walls below stairway.

**Letter from licensed HVAC contractor verifying:**

1. Adequate return air was added to keep system balanced.
2. Gas fueled appliances have adequate combustion air.
3. Carbon monoxide alarms are installed within 15' of all bedroom entrances.

**Letter from licensed electrician verifying:**

1. Wire size matches circuit breakers.
2. Bedrooms are protected with arc-fault circuit breakers.
3. Bathroom vanity receptacles are 20 amp and GFCI protected.
4. Receptacle spacing meets the requirements of the 2011 NEC.
5. Smoke detectors are interconnected.
6. Electrical panel is properly labeled.
7. Polarity on all receptacles test correct.

**Letter from licensed plumber verifying:**

1. All plumbing meets the minimum requirements of the 2012 International Plumbing Code.
2. Backwater valve is accessible.

Letters are required to be on company letterhead or a copy of the license of the person performing the inspection attached with the letter.

**The applicant shall follow the City's permit process when applying for a basement finish permit. Once the permit is issued, the City has received all required letters, and the permit card is signed off by the Town's inspector, the project will be considered complete.**

**Permit card shall remain at City Hall until all letters are received.**