

FORTY FORT BOROUGH

OFFICE OF CODE ENFORCEMENT

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BASEMENT RENOVATIONS

REQUIRED FORMS:

**BUILDING PERMIT PACKAGE
DIGITAL PLANS**

BUILDING SUBMITTAL REQUIREMENTS:

Completed building permit packet. Include 2 copies of floorplan (include all dimensions of proposed renovation) and 2 copies of proposed materials list. In lieu of hard copies, 1 set of plans and 1 material list may be submitted electronically.

One (1) set of plans in unprotected PDF format, to include, but not limited to the following information:

A scaled floor plan of the entire basement area, listing the use of all the proposed rooms as well as the existing rooms. Include ceiling height, dimensions of rooms, and primary and secondary means of egress. Note: any enclosed accessible storage space under stairs must be protected with ½” sheetrock, pursuant to International Residential Code R314.8.

BUILDING INSPECTIONS

FRAMING: To verify fire-blocking and installation.

INSULATION

DRYWALL

FINAL: To check that all code requirements have been met and finish material installed.

ELECTRICAL REQUIREMENTS

Plans must include electrical layout, lights, outlets, switches, smoke and CO detectors, etc.

ELECTRICAL INSPECTIONS

ROUGH ELECTRICAL: To be done prior to or at the same time as framing inspection

FINAL ELECTRICAL

PLUMBING REQUIREMENTS

Indicate on plans a plumbing riser diagram, which should include hot and cold water piping, including pipe size, materials to be used, and locations of all valves. A drain, waste, and vent diagram indicating the direction of flow, all pipe sizes, materials to be used, and location of all cleanouts shall be provided on the plan.

PLUMBING INSPECTIONS

ROUGH PLUMBING: All new and altered water systems shall be tested at not less than the normal working pressure of the system, or an air test of not less than 60 psi shall be performed. All new and altered drainage systems shall be tested with not less than a 10 foot head of water, or an air test of not less than 5 psi shall be performed.

FINAL: All plumbing fixtures shall be installed and in working condition for final inspection.

MECHANICAL REQUIREMENTS

Indicate on plans the combustion / ventilation for heater. Indicate on plans the fresh air supply for basement. If ducts will be used, show supply and returns; if electric baseboard, indicate BYU's or wattage.

MECHANICAL INSPECTIONS

ROUGH: Inspection of ducts, seals, and hanging
FINAL INSPECTION

NOTE: If sleeping room is created in basement the following applies:

Every sleeping room shall have not less than one operable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room. Emergency escape and rescue openings shall open directly into a public way, or to a yard or court that opens to a public way.

Emergency escape and rescue openings shall have a net clear opening of not less than 5.7 square feet. The net clear opening dimensions shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. The net clear height opening shall be not less than 24 inches the net clear width shall be not less than 20 inches.

Exception: Grade floor or below grade openings shall have a net clear opening of not less than 5 square feet.

Where a window is provided as the emergency escape and rescue opening, it shall have a sill height of not more than 44 inches above the floor; where the sill height is below grade, it shall be provided with a window well in accordance with IRC requirements.