

## Basement Remodeling

### Need to submit

1. Building permit application
  - a. 2 complete drawings of proposed work. See below for list of minimum requirements for drawings.
2. Procedure steps
  - a. Fill out application for permit.
  - b. It is applicant's duty to insure their Homeowners Association (if applicable) approval before starting work. This is **not** performed by the City of Sandwich.
  - c. Approval will be given/ denied from the building department and applicant will be informed of decision.
  - d. A permit fee of \$100.00 (building alterations) must be paid.
  - e. Inspections needed. Applicant **MUST** make these calls to set up inspections.
    - i. Any underground work before patching or installing new floor
    - ii. Framing
    - iii. Rough Electrical
    - iv. Rough plumbing
    - v. Insulation and fire caulking
    - vi. Final inspection/ all systems must be fully completed and operational.

### **All alterations shall comply with the following standards and regulations.**

If adding new plumbing fixtures, you may be required to upgrade your water service line. Depending on number of fixtures already present and intended fixtures to be added, calculations may/ will need to be made to determine compliance with the State Plumbing Code.

Smoke alarms (hardwired with battery back-up) are required to be installed in each sleeping area and in the hallway directly adjacent to sleeping areas. At minimum, one smoke alarm needs to be installed. Carbon monoxide sensor must be installed.

Egress windows: Basements with habitable space are required to have at least one emergency egress window. Each sleeping area within a basement also must have a minimum of one egress window located within the room.

Egress window must meet the following specifications:

Minimum 5.7 Square feet clear opening with the normal operation of the window;

Minimum clear opening height of 24";

Minimum clear opening width of 20";

Maximum sill height of 44" above the finished floor;

No special knowledge, hardware or equipment is required to operate the window.

If there is no egress window that adheres to these minimum standards present, then one must be installed. A new egress window requires a 3"x3" in the clear escape well. If the escape well is greater than 44" below grade in depth, a permanent ladder must be mounted to the side of the new window well.

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Building Department  
144 E. Railroad Street  
Sandwich IL 60548  
815-786-8802

**Requirements for drawings:**

**Floor plan**

Indicate all existing and proposed walls for entire basement;  
Indicate intended room usage and floor coverings to be used;  
Show furnace and hot water heater locations;  
Show egress window with dimensions;  
Electrical panel location size of service and any proposed upgrades;  
Electrical plan including receptacles, lighting, switches, smoke alarms and any other electrical appliances;  
Existing and proposed plumbing fixtures (include sump and sanitary ejector pits);  
Supply and return vents (HVAC);  
Handrail and stair specifications (risers, treads and headroom details) comply with IRC 2006 code;  
Any other pertinent information, (fireplace, exit door, location of radon piping etc.)

**Wall/ Cross Section**

The size, materials and number of the top and bottom plates;  
The size and spacing of wall studs;  
Fire stop/ blocking materials and technique;  
Wall and ceiling covering (drywall, drop ceiling, etc.)  
The R-value, type and location of the required insulation;  
The proposed ceiling height.

**Plumbing Plan**

Indicate the supply and waste vent diagram. Indicate materials to be used and size of the piping to be installed.

**Attachments**

Applicable building codes  
Fire stop diagram

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# **CITY OF SANDWICH APPLICABLE CODES**

## **APPLICABLE CODES ARE:**

**INTERNATIONAL RESIDENTIAL CODE 2006 with local amendments**

**INTERNATIONAL BUILDING CODE 2006 with local amendments**

**INTERNATIONAL MECHANICAL CODE 2018**

**INTERNATIONAL FUEL GAS CODE 2018**

**INTERNATIONAL ENERGY CONSERVATION CODE 2018**

**NATIONAL ELECTRIC CODE 2017 with local amendments**

**NATIONAL FIRE PROTECTION ASSOCIATION 101 LIFE SAFETY CODE 2015 with local amendments**

**INTERNATIONAL FIRE CODE 2015 with local amendments**

**STATE OF ILLINOIS PLUMBING CODE 2014**

**ILLINOIS ACCESSIBILITY CODE 2018**

**CITY OF SANDWICH MUNICIPAL CODE**

**INTERNATIONAL PROPERTY MAINTENANCE CODE 2015**

STANDARD FIRE-STOP DETAIL FOR BASEMENT WALLS.  
PURPOSE: TO ISOLATE WALL CAVITIES FROM FLOOR SYSTEM.

