

## **VILLAGE OF BROWN DEER GUIDELINES FOR SUBMITTING PLANS FOR BASEMENT REMODELING PROJECTS IN ONE & TWO FAMILY HOMES**

Plans must be submitted for any home basement alteration project that involves constructing dividing walls creating one or more new rooms in the basement, including bathrooms, before a Building Permit can be issued. The plans will be examined by the Building Inspector to ensure they conform to the State of Wisconsin Building Code and the Brown Deer Building and Zoning Codes.

### **Plan Evaluation**

Here are some of the items the Building Inspector looks for when reviewing basement alteration plans:

- When the alteration involves a bedroom, the plan must allow for two legal exits. In order for a window to serve as a legal exit, it must be much larger and closer to the floor than the typical basement window and must provide adequate light and ventilation. This window is called an egress window and there are specific guidelines for installing them.
- Ceilings in habitable rooms and the hallway leading to those rooms must be at least 7'-0".
- Ductwork alterations are required when living space is created to provide for proper heating and cooling of the space, (supply & return air).
- Basement alterations will be evaluated for combustion air to existing gas fueled equipment

### **Submitting Plans**

When your plans are prepared, you may drop them off in the Village Hall Building Inspection Department for review. Plans are reviewed in the order that they are received. It may take one to two weeks after they are submitted for your plan review to be completed. You will be notified by telephone when the permit is ready to be picked up and the fee(s) will be collected when the permit is issued to you.

Faxed and/or e-mailed copies of plans and applications will not be accepted.

The permit application and two copies of the plans for the project must be submitted and the plans must:

- Be drawn to scale; no smaller than 1/4" = 1'.
- Show the entire basement with location of stair, furnace, water heater, water meter, electrical service panel, sump pump, laundry equipment and correct labeling of unfinished areas.
- Show the proposed location and size of the room(s) involved and their proposed use.
- Show the wall construction (example: 2' x 4', 16" O.C., 1/2" drywall, paneling, etc.)
- Specify the proposed location of electrical outlets and switches, making sure that outlets are located within 6' of each doorway and at least every 12' thereafter.
- Specify the size and location of doors, windows, and ceiling heights.
- Specify the ceiling construction (dry wall, drop ceiling, etc.)
- Label how the finished room(s) will be used (recreation room, office, bedroom, bathroom, closet, storage, etc.)

Indicate the cost of the construction project excluding electrical, plumbing, HVAC costs.

The fee for the plan review and permit is based on the square footage of the space being altered (.31/sq. ft., \$50.00 minimum) plus the plan review fee of \$50.00 and occupancy fee of \$50.00.

### **Associated Permits**

A separate electrical permit, plumbing permit and HVAC permit (for ductwork alterations) must be submitted for the project.

The qualified homeowner who resides in the dwelling and is doing his/her own work may obtain the Electrical, Plumbing and HVAC permits. If the homeowner is not qualified to perform the work then a licensed electrician, licensed plumber and licensed HVAC contractor must obtain the permits.