



Village of Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 870-5675

Basement Buildout Supplement

Email: permit@mountprospect.org

PERMIT SUBMITTAL REQUIREMENTS ONLINE OR IN PERSON:

Basement Remodels must be reviewed to verify code compliance.

This takes 10 business days.

- ☐ **APPLY ONLINE** go to www.mountprospect.org/permits upload the documents listed below
- ☐ **IN PERSON** bring our permit application completed and signed by homeowner plus
- ☐ Signed copy of estimate by property owner if hiring a contractor to do the work
- ☐ Detailed material list only when homeowner to do the work.
- ☐ NOTE: Illinois State Plumbing code restricts the sale of a home 6 months from closing the permit when HOMEOWNER DOES THEIR OWN PLUMBING WORK & It also requires a state licensed plumber in multi-family buildings. Condos, townhomes, 3 flats etc.
- ☐ The Building Division requires a licensed electrician in multi-family buildings. Condo, townhomes, 3 flats etc
- ☐ If you live where you have a Homeowner's Association [HOA], we require a letter from them on their letterhead approving the work you are submitting for.
- ☐ Copy of the detailed hand drawn plan must have dimensions, show all mechanical systems [include location for new supply and return air registers] & plumbing [provide plumbing isometric drawing if there is any plumbing work. [see included sample diagrams]
- ☐ Submit a wall cross section indicating air separation from foundation wall, stud dimensions and spacing, decay resistant bottom sill, insulation to be used and finished wall material.
- ☐ Indicate combustion air source for furnace and water heater, unless both are sealed combustion units.
- ☐ Indicate on the plan new or modified circuits [picture of electrical panel w/panel door open is required]
- ☐ Indicate on the plan the location of all electrical devices with universal electrical symbols.
\$ = Switch \$\$=Double Switch ⦿ = Receptacle -⦿ = Light Fixture □ = Smoke Detector
- ☐ Indicate how any bathroom exhaust vents, either out through the roof or out an existing window.
- ☐ Indicate location of existing windows including the required escape window. Include dimensions.
- ☐ Indicate the finished ceiling height. The finished ceiling height must not be less than 7 feet above the finished floor; with the exception of beams and girders spaced not less than 4 feet apart [on center] where a maximum 6 inch projection below the required ceiling height is permitted.



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- ☐ Indicate the finished ceiling material [electrical junction boxes must remain accessible].
 - ☐ If adding plumbing that never existed, you need to complete a water fixture count worksheet to see if your existing water service size meets the Plumbing Code to accommodate the additional plumbing. The worksheet is attached in this supplement
 - ☐ If walls are opened, generally speaking, any non-code complying with life safety issues (including electric, plumbing, mechanical, or structural issue) needs to be corrected.
 - ☐ ***Structural changes require architectural stamped plans***

BASEMENT REMODEL REGULATIONS

- ☐ A permit may be granted only if the proposed basement remodel follows the provisions of the Current Village Code.
- ☐ The following notes are general and not all inclusive, they are meant to provide a brief overview:

ELECTRICAL

- ☐ All outlets are to be of the self-grounding type or be grounded to the box by means of ground wire attached to the threaded hole in the box with a machine screw only. Sheet metal screws are not acceptable.
- ☐ All wall outlets serving any countertops at the washrooms, kitchens, bar and any unfinished areas of basements and garages require GFCI.
- ☐ All can lights are to be I.C. rated-air tight cans wired with conduit.
- ☐ Conduit is to be used for all electric circuits and systems. Non-metallic sheathed cable and BX cable are not allowed.
- ☐ All electrical boxes are to be fastened with screws and cannot be concealed in walls of ceilings.
- ☐ 20-amp receptacles must be used on all 20-amp circuits.
- ☐ Receptacle placement to conform to the NEC 2020 requirement.
- ☐ Any under cabinet light that is low voltage must be in EMT or flexible conduit from wall to cabinet light.
- ☐ All electric receptacles in finished areas are to be tamper resistant. All unfinished areas are to have GFCI tamper resistant receptacles.



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- ☐ All bedrooms in the existing house must have a minimum of battery smoke detectors with a carbon monoxide detector within 15 feet of each sleeping room. If the ceilings are opened up during the construction process, the smoke detectors must be hardwired. A hard-wired smoke detector and carbon monoxide detector is required in the basement, and a hardwired smoke detector is required in any new sleeping area.
- ☐ Any light fixtures installed in non-walk-in closets must be fluorescent or recessed.
- ☐ Dedicated circuits must be maintained for the sump pump, ejector pump, and furnace.

Mechanical

- ☐ Mechanical ventilation is required to be installed in bathrooms and must be a direct vent to the exterior
- ☐ Provide installation manuals for existing water heaters and furnaces; set back, clearances, and combustion air must be followed.
- ☐ Fresh air intake required at any new fireplace.
- ☐ Combustion air for mechanical equipment is required.

Structural

- ☐ Fire stopping will be required at any soffit. All wall openings and plate lines are required to be sealed to meet the current IECC. Fire stopping is required at ceiling lines and at 10 feet horizontal intervals at wall.
- ☐ All walls require insulation. All plates and wall opening in the wall must be sealed up to prevent air movement. All rim joists are to be insulated. DO NOT INSTALL A PLASTIC VAPOR BARRIER IN BASEMENT WALL.
- ☐ All cleanouts, water meters, and electric junction boxes must remain accessible. Install a #8 jumper at the water meter, if not located there already.
- ☐ Ceiling under the stairs needs to be enclosed with 5/8" type-X drywall.

Plumbing

- ☐ All bathroom and wet bar countertop receptacles must be GFI protected.
- ☐ SADDLE VALVES ARE NOT ALLOWED BY STATE PLUMBING CODE. Any existing saddle valves must be corrected.



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- ☐ Dedicated gas shut-off valves required for all gas appliances. All gas water heaters and furnaces are to be hard piped.
- ☐ A water pressure test is required at the end of the project to ensure that the water pressure is able to meet the minimum plumbing code requirements as adopted by the state. Minimum pressure is 8 pounds at the most remote plumbing fixture while all the fixtures are running with 20 pounds at the meter entrance to the building. Also, the water supply piping between the meter and the first fixture is required to meet the code minimum size water service piping from the meter to the street. If the pressure cannot be sustained to meet code minimum, then either a booster pump or an upgraded water is required.

REQUIRED INSPECTIONS [Not an all-inclusive list]

- ☐ **NOTE: Inspections are M-F we only give a block of time AM= 8am-noon PM=Noon-2pm**
- ☐ Rough Mechanical, Structural, Plumbing and Electric. **NOTE:** All 4 trades are scheduled and inspected on the same day. Plumber and Electrician must be at this inspection.
- ☐ Fire blocking and insulation
- ☐ Final Mechanical, Structural, Plumbing and Electric.

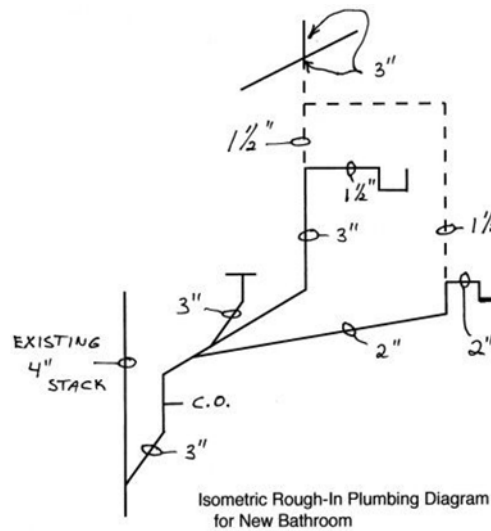


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Sample Plumbing Diagrams – NOT FOR USE





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Sample Detailed Plans – NOT FOR USE

