



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

Email: [building@mountprospect.org](mailto:building@mountprospect.org)

## Basement Buildout Supplement

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### PERMIT SUBMITTAL REQUIREMENTS:

- Completed and signed permit application by applicant & property owner
- Submit signed copy of proposal or estimate by property owner if hiring a contractor to do the work
- Submit 4 copies of the detailed hand drawn plans. [see attached example]
- Submitted plans 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.]
- 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 new or modified circuits
- Indicate combustion air source for furnace and water heater, unless both are sealed combustion units
- Indicate the location of all electrical devices with universal electrical symbols.  
\$ = Switch   \$\$=Double Switch   □ = Receptacle   □ = Light Fixture   □ = Smoke Detector]
- Indicate location of existing windows including the escape window, if applicable. Include dimensions
- Indicate the finished ceiling height. The finished ceiling height must not be less than 7' above the finished floor; with the exception of beams and girders spaced not less than 4' apart (on center), where, a maximum 6" projection below the required ceiling height is permitted.
- Indicate finished ceiling material (electrical junction boxes must remain accessible).
- Structural modifications require architectural stamped plans***

### BASEMENT REMODEL REGULATIONS

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



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### **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 COUNTER TOPS 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 system. Non-metallic sheathed cable and BX cable are not allowed.
- All electric boxes are to be fastened with screws and cannot be concealed in walls or ceilings.
- 20 amp receptacles must be used on all 20-amp circuits.
- Receptacle placement to conform to 6' 12' NEC 2012 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.
- All can lights are to be IC rated.
- All bedrooms in the existing house must have a minimum of battery smoke detectors with a carbon monoxide detector within 15' 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.



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### **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 fire place.
- 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 2012 IECC. Fire stopping is required at ceiling lines and at 10'-0" horizontal intervals at wall.
- All walls require insulation. All plates and wall openings 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 dry wall.

### **Plumbing**

- All bathroom and wet bar countertop receptacles must be GFI protected.
- **SADDLE VALVES ARE NOT ALLOWED BY STATE PLUMBING CODE.** Any existing saddle valve must be corrected.
- 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 service is required.

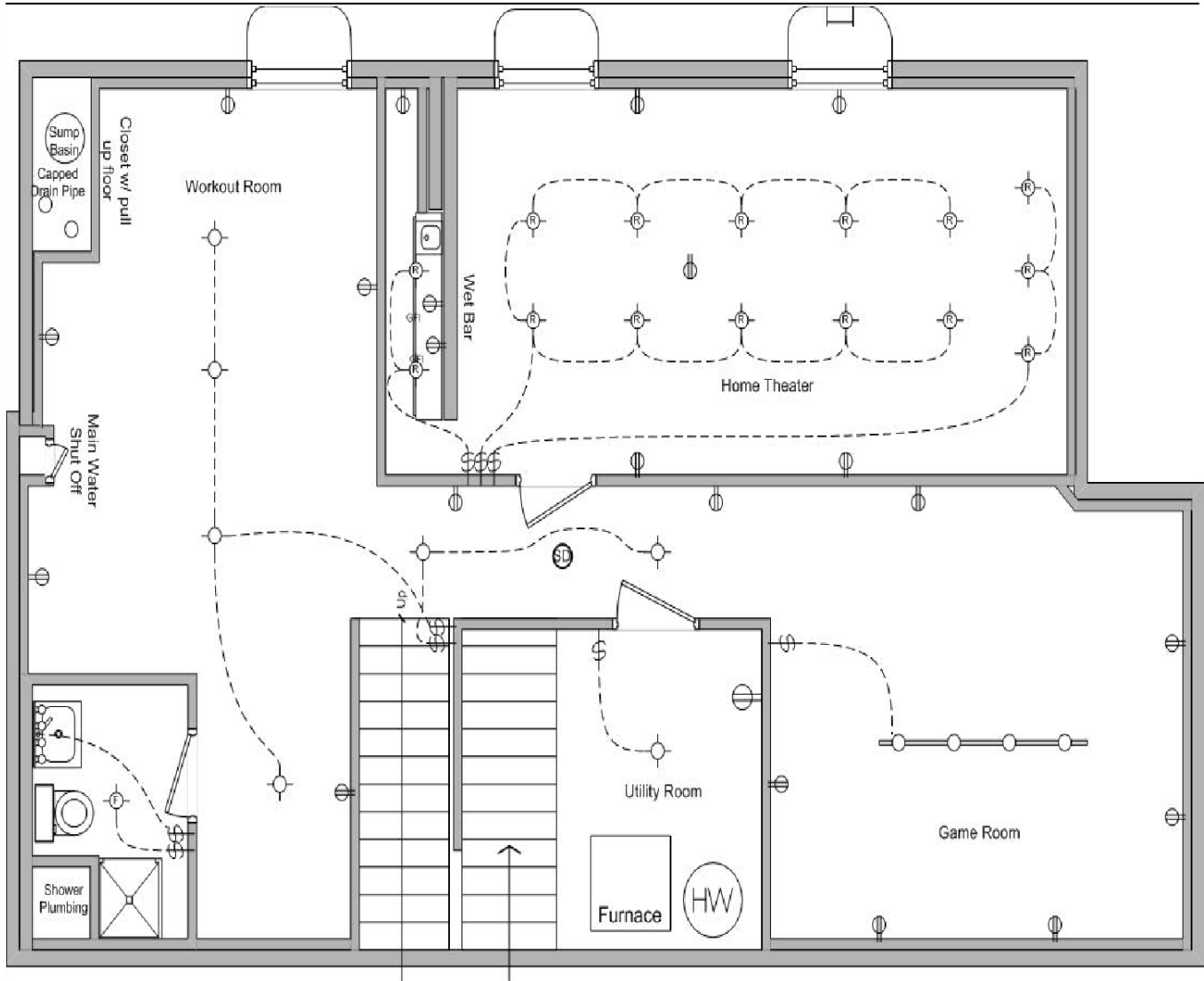


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### Sample Detailed Plans – NOT FOR USE





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### Sample Plumbing Diagrams – NOT FOR USE

