



Permit Guide

Basement Finishing

General Information

- **Site Card.** Before starting construction, post the site card (issued by the City) in a front window visible from the street.
- **Miss Dig.** Before you dig, call Miss Dig at 800.482.7171
- This handout is provided as a guide and does not preclude other designs based upon approved engineering principles.

Zoning Ordinance Requirements

- Please see the attached Frequently Asked Questions (FAQs) pages.
- The Zoning Ordinance regulates the number of residential units on a property. It also regulates home occupations. It is recommended that you understand the provisions pertaining to your zone district before designing a proposed basement finishing project.

Building Code Requirements

- **Permit Requirement.** A building permit is required for a basement finishing project. Construction shall meet the requirements of the current Michigan State Residential Code, which is derived from the International Residential Code.
- **Fire Blocking.** For the perimeter wall, fire blocking shall be required from the top wall plate back to the basement wall and 10' o.c. maximum horizontally back to the basement wall.
- **Emergency Egress Windows.** Emergency egress windows shall have a sill height not more than 44" above the floor.
 - The minimum opening size shall be 5 sq. ft. if the sill is less than 44" below grade **OR** the minimum opening size shall be 5.7 sq. ft. if the sill is more than 44" below grade.
 - The opening shall not be less than 20" wide
 - The opening shall not be less than 24" high
- **Hardwired Smoke Detectors.** A hardwired smoke detector shall be installed in every bedroom, adjacent to every bedroom, and on every floor.

Application Requirements

Building Permit Application Form. A completed Building Permit Application is required to obtain a building permit. An application form is available on-line at www.grcity.us/devcenter.

Plans. The following plans also are required:

- Floor Plan (see page 3) showing:
 - Rooms and spaces, and use of all rooms
 - Fully dimensioned
 - Draftstopping to be installed in the floor / ceiling assembly so the area does not exceed 1,000 sq. ft.
- Wall (Cross) Section (see page 4) showing:
 - Type of framing and wall finish (if wood, a treated wood bottom plate and furring strips attached to masonry are required)
 - Ceiling type and height (7' minimum)

Who Should Apply for a Building Permit?

While homeowners may apply for permits, the City will hold the applicant responsible for the work, regardless of the party that actually performed it.

If a contractor is performing the work, it is recommended that the contractor apply for the permit. In order to apply, a contractor must be licensed with the State and registered with the City.

Review Process

1. Applicant submits a completed Building Permit Application form and required plans
2. Development Center staff identifies required reviews
3. Applicant obtains all required sign-offs by reviewers
4. Development Center staff collects building permit fee and issues building site card
5. As applicable, applicant submits Mechanical, Electrical, and/or Plumbing Permit Application and fees to the Development Center and obtains those permits

How Much Time Does It Take?

The Development Center's goal is to review single family residential projects the same day a complete application (including required plans) is received. An incomplete application form and/or inadequate plans will delay the process. Simple projects may be approved within a few minutes.

The review time frame may be extended for:

- Duplex or multiple-unit residential properties
- Projects involving a change in the use of a property (example: conversion of a store-front commercial space to a residence)



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- Projects located within a Planned Redevelopment District (PRD)

Fees

The building permit fee is based upon the cost of construction (materials and labor) stated on the building permit application form, and is calculated as follows:

- \$70 for the first \$1,000 cost of construction (this includes the \$20 zoning fee)
- \$6.50 for each additional \$1,000, or part thereof

The City may require supporting documentation such as a copy of a contract or itemized list of materials. In the absence of such documentation, the City may use International Code Council tables to determine the construction cost.

Inspections

Once a permit is issued, construction may begin. As the project progresses, the Building Inspections Division will need to inspect the work being performed. The following inspections are required for most basement finishing projects:

1. **Rough Plumbing Inspection.**
 - After bathtubs, showers, and all piping to be concealed has been installed and fire-stopped
2. **Rough Mechanical Inspection.**
 - After all gas piping, ductwork, return air, chimneys, and electrical wiring has been installed and fire-stopped
 - After fireplace has been installed
3. **Rough Electrical Inspection.**
 - After all recessed fixtures, wires, and boxes are installed with grounds and neutrals tied together
4. **Rough Building Inspection.**
 - After rough plumbing, mechanical, electrical, and pre-fab (fireplace) inspections are approved
 - Approved plan must be on site at time of inspection

5. **Final Plumbing Inspection.**
 - After all fixtures are installed and operational
6. **Final Mechanical Inspection.**
 - After gas piping, furnace, duct work, and return air is installed and operational
7. **Final Electrical Inspection.**
 - After all electrical equipment, switches, plugs, covers, and fixtures are installed and operational
8. **Final Building Inspection.**
 - After final plumbing, mechanical, and electrical inspections have been approved

Other Inspection. In addition to the above inspections, the inspector may require other inspections to ensure compliance with the Code.

Please call the building inspector listed on the site card to request an inspection. Every effort is made to perform an inspection within two (2) business days following the request. You should have your address available when you call. Inspectors' work schedules fill up quickly at certain times of the year. Calling more than a day in advance can help to avoid potential delays in the progress of your project.

Time Limitations

If work is not started within 180 days of the issuance of a building permit, the permit will have expired. Likewise, if work on the project is suspended for a period of 180 days, the permit will have expired.

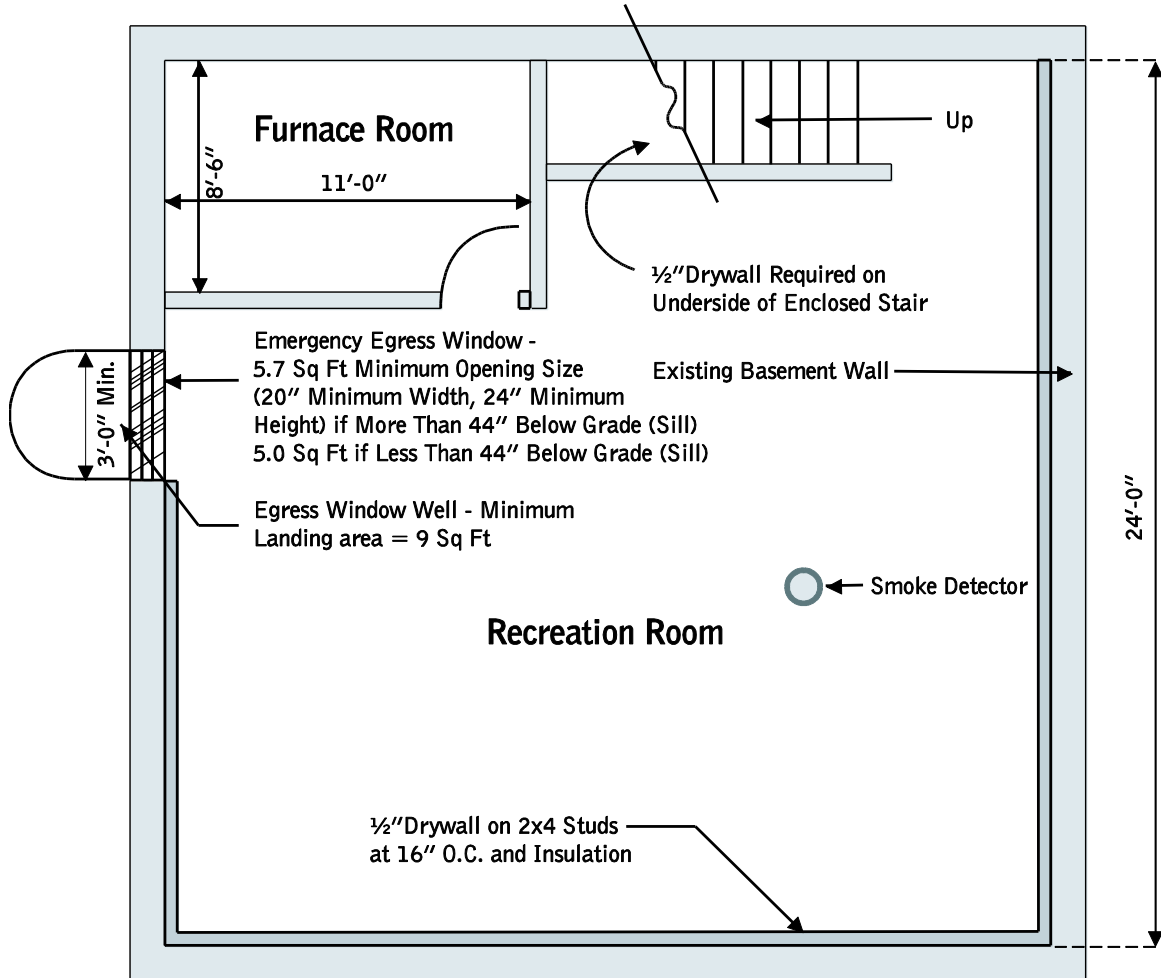
For More Information

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Sample Floor Plan



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