



Community Development Department  
Building Services Division  
4900 Village Commons  
Matteson, IL 60443  
(708) 481-8313

## BASEMENT REMODELS

In order to process your permit application efficiently the following list should give you some guidance as to the information we require on the construction documents for BASEMENT REMODELS.

A sketch and/or written specifications of any proposed changes to the existing basement area including but not limited to:

### **BUILDING** (if applicable)

Room sizes	Door locations and sizes	How are the walls being constructed
Ceiling heights	Window sizes & locations	Door hardware
Wall finishes	Floor finishes	Ceiling finishes
Name of rooms	Insulation R-values	Vapor barrier information
Stair handrails	Stair guard specifications	Fireplace details

Emergency escape window requirements are required  
Smoke detector requirements shall apply to the entire house  
Carbon Monoxide detectors are required

### **ELECTRICAL** (if applicable)

Outlet locations	Light switch locations	Size of existing service
Conduit type	Conductor size & type	Smoke detector location
Light locations	GFCI outlet locations	

### **PLUMBING** (if applicable)

Existing water service size	Number & type of existing plumbing fixtures
Proposed vent, drain sizes	Proposed water line sizes
Proposed materials	Locations of existing cleanouts
Location of existing water service	

### **MECHANICAL** (if applicable)

Locations of existing equipment	Existing duct sizes & locations
Changes to existing system	Existing combustion air locations
Exhaust fan location & info	Furnace and water heater BTU input rating

## **Basement Remodels**

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#### **FIRE SPRINKLER (if applicable)**

Location of existing equipment      Proposed changes to the system  
Specifications on materials, sprinkler heads

Note: Omitting of any information will require us to write a report and wait for your response; slowing your application down and may affect your start date.

#### **When calling for an inspection have the following information ready:**

- Address of job site
- Phone number where you or contractor can be reached
- Permit number
- Type of inspection to be performed
- Time of inspection
- Date of requested inspection
- Any special instructions

Without this information the Village of Matteson's computer system will not recognize your request.

Last revised 7/7/10