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
- Ceiling heights
- Wall finishes
- Name of rooms
- Stair handrails
- 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
- Conduit type
- Light locations
- Light switch locations
- Conductor size & type
- GFCI outlet locations
- Size of existing service
- Smoke detector location

**PLUMBING** (if applicable)

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

**MECHANICAL** (if applicable)

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