

Township of Evesham - Finished Basement Guidelines

The following information will assist you and your contractor with applying for a finished basement permit. These requirements are generic and may not be representative of all of the conditions you may encounter.

Finishing a basement is considered a change of use; therefore, a Zoning Permit Application is required. The Zoning Permit Application form along with a \$50.00 fee shall be submitted along with the Construction Permit Application. For the Construction Permit Application, complete the following forms and technical sections as applicable:

- Construction permit application folder
- Building subcode technical section
- Electric subcode technical section*
- Plumbing subcode technical section (if relevant to your project)*
- Fire subcode technical section*
- Mechanical subcode technical section (if relevant to your project)*
- Board of Health approval if the house is on septic and a half or full bath is being added

***NOTE: If anyone other than the homeowner performs the Electrical, Plumbing, or Mechanical work, the applicable technical section MUST BE SEALED and signed by the licensed contractor who is performing the work.**

With the application, submit three (3) sets of scaled drawings which include the owner's name and address of the worksite. **Plans cannot be drawn by the contractor.** Plans or drawings may be completed, signed and sealed by an architect **or** they may be hand drawn by the homeowner if he or she is both the *owner and occupant* of the home. In this case, the homeowner will sign the plans and the Owner Section of the Certification in Lieu of Oath inside the construction permit application jacket indicating that they drew the plans (even if there is a contractor signing the bottom half of the Certification as the Agent).

Drawings must include the following:

- The entire basement floor plan including finished and unfinished areas indicating the use of each room;
- New and existing partitions, doors, windows, stairways, guardrails, handrails, and columns;
- New and existing closets, utility rooms, and utility locations such as meters or sump pumps;
- Show wall cross section, indicating stud sizes, stud spacing, fire stopping, insulation, wall covering materials, and ceiling material (see attached example);
- HVAC layout;
- Location of smoke detector/carbon monoxide detector;
- Electric layout including proposed switches, lights, outlets, communication and data wiring;
- If a bathroom is proposed, please indicate all fixtures and provide a riser diagram.

Guardrails on sides of stairways with three or more risers to be 34" to 38" in height measured vertically from leading edge of tread. The guardrail shall be constructed so that a sphere with a diameter of 4 inches cannot pass through the balusters. Guardrail shall be designed and constructed for a concentrated load of 200 pounds applied at any point and in any direction along the top railing member. The in-fill area of a guardrail system shall be designed and constructed for a horizontal load of 200

pounds applied along one square foot area at any point in the system, including intermediate rails or other elements serving this purpose.

A stairway with three or more risers requires a handrail. All stairway handrails shall have a circular cross section with an outside diameter of at least 1 ¼ inches and not greater than 2 5/8 inches. Handrails are to be smooth and free of any sharp edges or splinters. All handrail ends shall be returned to a wall or post. Other shapes that provide the same grip are permissible. A handrail and any wall or other surface adjacent to the handrail shall be free of any sharp or abrasive elements. The clear space between the handrail and adjacent wall or surface shall not be less than 1 ½ inches. Edges shall have a minimum radius of 1/8 of an inch. Handrails shall not be less than 34 inches nor more than 38 inches, measured vertically, above the leading edge of the treads.

If the space is to be conditioned by the existing HVAC equipment, a Manual J & D type heating and cooling calculation sheet may be necessary to verify the existing equipment and ductwork are sized adequately for the additional load. The new registers and ducts should be shown on a separate floor plan so that the proper subcode can decide if two (2) copies of the manual J & D are required.

Combustion air is required to keep your furnace and hot water heater burning properly. Consult the manufacturer's instruction manual. The minimum combustion air which must be provided is 50 cubic feet per 1,000 BTU (if using indoor air for combustion).

Clearance to combustibles must be maintained for the equipment and the venting. Consult the manufacturer's instructions.

Every space intended for human occupancy shall be ventilated by natural or mechanical means. Natural ventilation: the minimum open area to the outdoors shall be 4 percent of the floor area being ventilated. If natural ventilation cannot be accomplished, mechanical ventilation shall be provided or a combination of both natural and mechanical ventilation can be used.

Interior finish to be not less than class III material which has a maximum flame spread between 76-200 and smoke developed rating not greater than 450. Check packaging of material to be used for specifications. For paneling, the label is on the back. Finished materials less than 1 ¼ of an inch must be installed directly against a 3/8 inch sheet rock minimum.

Wall Construction Details

