

# FINISHED BASEMENT

## GUIDELINE FOR HOMEOWNER'S PREPARING THEIR OWN PLANS

The law allows the owner of a single-family, owner-occupied house to draw his/her own plans; otherwise they must be done by a licensed architect or engineer and must be signed and sealed by that person.

Plans must be to scale and include:

- Homeowners name on each sheet.
- Homeowner's signature on each sheet.
- Street address, block, and lot on each sheet.
- All construction details.
- Floor plans.
- Typical cross section of a wall.
- Typical cross section of any doors or windows to be constructed or altered.
- Riser diagram. (If required).
- Area under stairs must be sheet rocked if there is storage under it.
- All dimensions.
- Doors, walls, and/or windows.
- Height of ceiling (minimum seven feet.)
- Fire stopping location at top of all perimeter walls.
- Vertical fire stopping every 10 feet of perimeter walls, between the studs and foundation walls (if wood studs are used).
- Location of electrical receptacles, switches, circuits, etc.
- Location of smoke detectors.
- Location of furnace, water heater, washer, and/or dryer.
- Location of any plumbing fixtures.
- HVAC systems.
- Note wall and ceiling materials to be used.
- Label wood sizes and types
- Show what is new and what exists.
- Label uses of all rooms.

**Note:** If any room is to be used as a bedroom, proper egress must be provided in that room, either with a window or a door leading directly outside. If a window is being used as the form of egress it must be a minimum 5.7 square feet in size: minimum of 24 inches in height, minimum 20 inches in width, and a minimum of 44 inches from the floor to sill. **Adding bedrooms also requires health department requirements for septic sizing.**

**Two complete sets of plans must be submitted to our office.**