

Residential Basement Renovation Permit Information

Please separate this page and keep for referencing

Use/Classification:

Habitable Space - A space in a building for living, sleeping, eating or cooking, or used as a home occupation.

Permit Requirements:

1. Residential Basement Renovation Permit Application
2. Provide 2 set of plans/drawings (see application for specific information required)
3. Basement Renovation Worksheet
4. If applicant has retained the services of a contractor, proof of workers compensation shall be submitted to the Town.

Fees:

\$ 50.00 - Building Permit

\$ 50.00 - Plan Review & Inspections

\$ 45.00 - Certificate of Occupancy

\$ 3.00 / fixture + \$ 50.00 - Plumbing

Reference Material: NYS Residential Code & Forms CS003a, CS003b, and CS003c



Town of Henrietta
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TOWN OF HENRIETTA



Residential Basement Renovation Building Permit Application

Project/Site Information

Address of Project _____

Tax I.d. Number _____

Zoning Classification _____

Owner Information

Name(s) _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Contractor Information

Company _____ Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Plumbing Information

Plumber/Company Name _____

License Number _____ Number of Fixtures _____

Required Documentation

Please provide 2 sets of drawings with the following information.

Note: One may be a photocopy of the original.

Floor plan including dimensions and square footages or drawn to scale, depicting the location of walls, rooms, windows, doors, smoke and carbon monoxide detectors, and the method of ventilation and illumination

Completed worksheet, which can be found attached with this application

Provide a plumbing plan, if applicable

Note: Anytime an emergency escape/egress window or door is to be installed in a load-bearing wall, proper load path must be illustrated on the drawings. If using an engineered system, stamped drawings by a licensed design professional must accompany the permit application.

Cost of Construction \$

I hereby certify that all work related to this application will be performed in accordance with all applicable town, and state laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner or an authorized agent of the property owner listed in this application, and have authority to make application for work to be performed.

Applicants Name (Printed) _____

Applicants Signature _____

Date _____

For Official Use

Approval For Permit Issuance

Date Approved _____

Approved By: _____

Title: _____

Inspections Required

6 7 8 9 10 12-Electrical

Basement Renovation Worksheet

Please Complete One Sheet For Each Habitable Room Created

Name of Room

For Example, Living Room, or Bedroom #1 - Each labeled room should correspond correctly with the floor plan

Room Dimensions (i.e. 8'0" x 10'0")

Total Square Footage of Room

Illumination Type

Number of Luminaires

Number of Windows

If Using Window Illumination, Please Provide Total Square Footage of Glazing

Ventilation Type

If Using Window Ventilation, Please Provide Total Square Footage of Opening

Heating Method

If Other: _____

Ceiling Height: From Finished Floor to Finished Ceiling (i.e. 8' 0")

Minimum: 6'8"

Ceiling Height: From Finished Floor to Ductwork, Beams, etc.

Minimum 6' 4"

Method of Emergency Escape/Rescue Opening

Please **provide** a manufacturers or retailers specification sheet with dimensions

Method for Demonstrating Energy Compliance

ALL Basement Renovations including the use of Owens Corning Systems **MUST** demonstrate compliance with energy requirements

Interior Covering = Ceiling

If Other, _____

Interior Covering = Wall(s)

If Other, _____

*Please provide a floor plan illustrating the layout of the basement with rooms labeled as to proposed use, framing and location of new and existing walls, location of smoke and carbon monoxide detectors, and the location of windows and doors including the emergency escape/rescue opening.

Electrical requirements: The homeowner is responsible for ensuring all electrical work meets or exceeds the minimum requirements of Chapters 33 through 42 of the Residential Code of New York State, and the National Electrical Code (NFPA 70-02).

If the project consists of bathrooms and/or plumbing work, please provide a plumbing or isometric plan.