



Planning, Development and Code Enforcement
16220 Wausau Ave. | South Holland, Illinois 60473
Phone: 708-210-2915 | Fax: 708-210-2959
www.southholland.org

Information Required for Basement Remodel Permits

1. Two (2) sets of complete, detailed to scale architect style drawings indicating the complete scope of work to be performed. Computer-generated or hand-drawn plans, with straight clear lines, are acceptable. **(Sketches are not acceptable.)**
2. All contractors must be registered with the Village of South Holland prior to the permit being issued.
3. As all projects are different, there may be more information required upon further review. This is not meant to be an all-inclusive list.
4. You will need to fill out separate permits for building, plumbing and electric work
5. All electrical and plumbing permits require a detailed scope of work upon submission

Floor Plan

- Indicate all existing and proposed walls (before and after)
- Furnace and water heater locations if partitioning off furnace area, two combustion air openings are required – 12” maximum from ceiling, 12” maximum from floor
- Electrical panel location and size of service
- Electrical plan indicating receptacles, lighting, switches, smoke alarms and any other electrical appliances
- Existing and proposed plumbing fixtures **(Include sump and sanitary ejector pits)**
- Supply and return vent locations. Finished basements require 4% ventilation of floor area
- Pertinent information (room dimensions, labels identifying each rooms use, proposed ceiling height, building materials etc...)
- One egress window is required – must be minimum of 5.7 square feet with maximum sill height from floor of 44”
- Minimum habitable room size – 70 square feet & not less than 7’ in any dimension.

Wall Section

- The size and spacing of the wall studs
- Fire blocking materials and technique
- The R-value and the location of the required insulation
- Ceiling Height throughout basement. Ceiling must be a minimum of 7’. Beams, girders, ducts in basements containing habitable space shall be permitted to project to within 6 feet 4 inches of the finished floor.

Other Construction Requirements

- Treated sill plate and treated wood studs when attached to foundation wall
- Existing stairway access must be code compliant – rise, run, headroom handrail etc...

- Outlets every 12 feet, all outlets to be tamper resistant. Bedrooms must have arch fault outlets installed.
- Closets to have a light and switch installed.
- All basements require an egress window per the 2018 IRC or an approved doorway leading directly outside from the basement. This is in addition to any egress windows required in basement bedrooms
- Sump and ejector pumps to have separate circuits and single plug outlets
- Utility rooms to have lights and proper outlets installed
- Interconnected smoke and carbon monoxide detectors are required
- GFI outlets are required within 6 feet of all sinks

Electrician and Plumber on Site

The electrician and the plumber that performed the work are required to be onsite during the respective inspections. Please plan this accordingly when you call to schedule an inspection.

Plans on Site

An approved stamped set of plans must be on the site during inspections **or inspections will fail and re-inspection fees will be assessed.**

June 12, 2020