

## **Details required for finished basements**

You should provide the township with TWO copies of the following information

- A floor plan (Preferably scaled on grid paper) showing all existing and new walls in the basement.
- Show the location of all existing and new electrical outlets, switches and fixtures. Your electrical plans need to be submitted bearing the stamp of an electrical plans examiner registered in the state of Pennsylvania. If they do not come stamped by a plans examiner, we will send them out to our plans examiner and he will look at them for approval. You will receive a separate bill from them (United Inspection Agency). It's usually about \$75. For their bill.
- Provide a cross-section of the new framing to be installed. Show floor to ceiling height and ceiling type. Identify framing member size and type (wood or metal), provide membrane type and size (i.e. ½" drywall), provide fastening details, show fireblocking, etc. An example of this is included in your permit packet but you can't just send it back with the application and say "Yes, this is what we're going to do". You have to provide your own.
- Show all plumbing. New and existing (if any). Provide material types and sizes for all supply and drain, waste and vent (DWV) pipe. Provide an isometric or single line diagram of your proposed plumbing. (Your plumber can help you with this). Show how you plan on venting your new plumbing work. Show the location of the bathroom and provide material specification sheets for any new pumps or ejectors you plan on installing.
- Provide HVAC details. Show location of new supply registers and returns. Provide the sizes of new ducts and ductwork gauge, "R" value of ducts, etc. Provide load calculations for new or existing heater or, if utilizing existing heater, you can provide a letter from a certified HVAC contractor on company letterhead stating that the existing system, as installed can handle the additional square footage imposed upon it with the expansion now encompassing the basement area.
- Show the location of all new and proposed sprinkler heads. If you plan on adding heads, provide cut-sheets from the manufacturer.
- Heater rooms should have venting in the room so that the equipment can operate efficiently. Usually a louvered door or 100 square inches of venting (one high, one low vent) is sufficient for air transfer. Show how you plan on venting the heater room.
- Make sure you provide the township with a list of sub-contractors that will be working on your project. All contractors working on your basement are to be registered with the Office of the PA. Attorney General. They will be required to provide their PA. Contractors registration number to the township. You can check on any potential contractors by going to <http://www.attorneygeneral.gov/> and click on the box that says "Click Here to See If your Contractor Is Registered".

A lot of basements have unique features that may not have been covered under this generic list of requirements so if you plan on something different (i.e Media room), provide as much detail as possible.