



OFFICE OF
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BASEMENT INTERIOR FINISH ALTERATIONS

For Single Family Residential Dwellings

When applying for a permit to do alterations in the basement of an existing residence, there are a few items that must be documented to review for code compliance. These items need to appear on the plans submitted with the application form for permit. They are related to requirements in the Residential Code of Ohio for One-, Two-, and Three-Family Dwellings, 2013 edition. A copy of the code is available for reference at the Engineering and Building Department.

A building permit is required for basement finishing or remodeling where new full-height partitions are proposed and/or the electric panel is altered. A permit submission consists of two (2) copies of the drawings drawn to scale with accompanying notes describing the construction materials and items (see the following notes), dimensions, and a completed permit application form.

1. The finished exterior foundation walls below grade must have dampproofing or waterproofing applied either to the exterior or interior of the walls. This may have been applied during construction by the homebuilder.
2. Identify the finished room uses on the plans (family rooms, bedrooms, etc.). Basement sleeping rooms (bedrooms) must have egress windows or doors directly to the exterior with a minimum net clear opening of 5 square feet, a minimum net clear opening height of 24 inches, a minimum net clear opening width of 20 inches, and a sill height of not more than 44 inches from the floor. Show the type (double hung, casement, etc.) and sizes of the egress windows.
3. Provide a section showing the wall and ceiling materials, ceiling height, wall stud size and spacing, bottom plate anchored to the slab, insulation types and R-values, vapor barrier, fireblocking, etc. The minimum ceiling height required is 6 feet 8 inches, except for furred areas under beams and ducts where the minimum is 6 feet 4 inches. The maximum permitted stud spacing is 24 inches center-to-center. Pressure-treated wood is required where it is in contact with the basement slab or foundation walls. See the attached sample wall section for guidance. If the sample represents your project, then it can be used as part of your permit plans.
4. Show all new electric outlets and devices including smoke detector(s). Receptacles are required on all wall spaces over 24" long. They must be placed a maximum of 6 feet from the wall openings with a maximum of 12 feet between receptacles. GFCI receptacles are required in all bathrooms, unfinished basement areas and within 6 feet of all sinks. At least one GFCI receptacle is required in each unfinished area of the basement. Arc Fault Circuit Interrupter (AFCI) protection is required for all new 120V 15-20 amp branch circuits supplying electrical outlets in finished areas except kitchens. Tamper-resistant receptacles are required for new 120V 15-20 amp receptacle outlets except dedicated sump pump and appliance outlets.
5. At all enclosed accessible spaces under stairs provide ½-inch gypsum board on the inside face of the walls and on the under-stair surfaces.
6. Show ventilation air for the basement in one of the following ways: By windows and/or doors directly to the outside that have openings at least 4% of the floor area of the room they serve (natural ventilation) [e.g.- A room that is 100 square feet in floor area must have at least 4 square feet of openable window or door area.], or by providing outside air at 0.35 air changes per hour just for enclosed rooms, or a "whole-house" outside air duct to the htg/AC unit (typically 3" diameter from exterior to return plenum). Bathrooms require either a 50 cfm exhaust fan that exhausts directly to the exterior, or a window with a 1-1/2 square foot minimum openable area (i.e. 15"x15").
7. Provide combustion air for the non-high-efficiency gas furnaces and water heaters when they are to be enclosed by new walls. For combustion air to water heaters, either provide a louvered door into the water heater room, or provide two vents in one of the walls surrounding the water heater room. Provide one opening within 12" of the top and one within 12 inches of the bottom of the wall. Each opening shall have a minimum free area of 100 square inches. Gas valves, sump pumps, electrical bonding connections and panels need access through the new walls. Vent-free fireplaces must have a room volume ratio of no more than 20 btu per cubic foot of room volume, and by manufacturer's installation instructions (which may require outside air).
8. Plumbing work requires a permit,