



## Brian L. Flannery

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## **Zoning Approval is NOT required**

## **Building and Trades Permit is required**

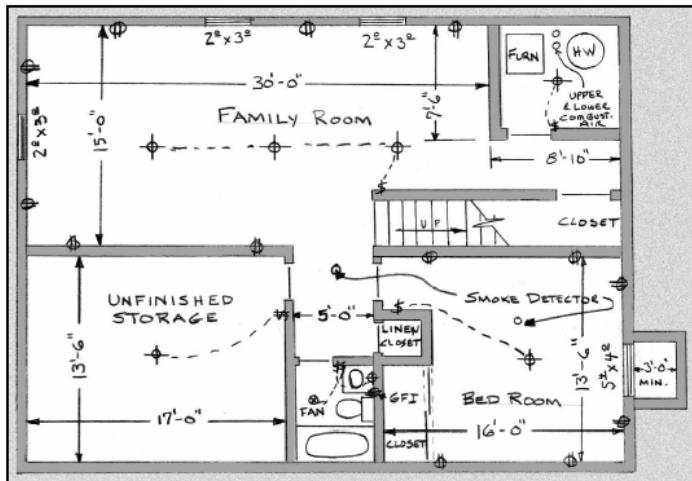
#### Items needed for approval:

- Permit Application form completed.
- Two sets of Floor Plans. (Plans must be to scale and show window and door sizes.)

## How long does it take to get a permit?

Typically, you would mail the required information and appropriate fee to the inspector. The application would be reviewed, and upon approval, mailed back. The review time is approximately five business days.

## Sample Floor Plan



## Permit Fees

*(In effect as of 10/1/08)*

**Permit Fees are as follows:**

## **Town of Albany and Town of Exeter-**

- \$0.20 per sq. foot for project areas with a minimum of \$50.00 each for Structural, Electric, Plumbing and HVAC.

## Town of Decatur-

- \$0.18 per sq. foot for project areas with a minimum of \$50.00 each for Structural, Electric, Plumbing and HVAC.

## Residential Remodeling Basement Finishing

**Note:** I have made every effort to insure the accuracy of the information provided in this document. However, due to the possibility of errors or other aspects of electronic communication that is beyond my control, I do not guarantee the accuracy of this document and am not liable for reliance on this information. This document was created as basic plan submittal guide under the Code in effect at the time of creation. It is not intended to cover all circumstances.

## Inspections

**Rough Construction Inspection** is needed when framing is complete prior to any interior finished surfaces are applied.

**Rough Trades Inspections (when applicable)** are needed when trades (i.e. electrical, plumbing, HVAC) are complete prior to any interior finished surfaces are applied.

**Insulation Inspection** is needed after the insulation is installed prior to any interior finished surfaces are applied.

**Final Inspection For Occupancy** is needed when structure is totally complete. If no interior finish surfaces are planned, Rough and Final inspections are one in the same.

## Smoke Alarms

- Hard wired, battery backup, interconnected smoke alarms must be installed
  - On floor levels that contain one or more sleeping areas, an alarm shall be installed outside of the sleeping rooms, in the vicinity of each sleeping area, and within each sleeping room.
  - On floor levels that do not contain a sleeping area, an alarm shall be installed in a common area on each floor level.

## Exiting

- Basements that include spaces for sleeping must have at least two exits. The two exits must not be reached by the same stairway or ramp, and must be located as far apart as practical. One exit must be a stairway or ramp that leads to ground level, or a door at the basement level which leads to ground level via an exterior stairs. The second exit may be reached via a stairway, ramp or an exit ("egress") window that leads to the floor level above the basement.
- Egress windows, used for exiting purposes, must be able to be opened without the use of tools. Also, the net clear opening must be at least 20" x 24" irrespective of height or width with a sill height of not more than 46" above the floor. If an egress window is provided as an exit located below ground level, certain restrictions apply.
- An egress window with any point of clear opening below adjacent grade shall be provided with an areaway. The width of the areaway shall be at least

equal to the width of the window. The areaway shall be a minimum of 36 inches measured perpendicular from the outer surface of the below-grade wall. If the bottom of the areaway is more than 46 inches below adjacent grade or the top of the areaway enclosure, the areaway shall be provided with a ladder or at least one additional step to aid egress. Steps used to comply with this requirement are exempt from the requirements of section COMM 21.04. Ladders or other steps used to comply with this requirement may infringe on the required area of the areaway by a maximum of 6 inches. The areaway shall be constructed such that water entering the areaway does not enter the dwelling.

- Spaces used for sleeping shall have natural light by means of glazed openings. The area of the glazed openings shall be at least 8% of the net floor area.
- Spaces used for sleeping shall have natural ventilation by means of openable doors, skylights or windows. The net area of the openable doors, skylights or windows shall be at least 3.5% of the net floor area of the room. Balanced mechanical ventilation may be provided in lieu of openable exterior doors, skylights or windows provided the system is capable of providing at least one air change per hour of fresh outside air when the room is occupied.
- 50% of a room's minimum ceiling height shall be 7' with 6'4" allowed for projections such as beams and ducts.

## Fire Blocking

- Fire blocking shall be provided in all of the following locations:
  - In concealed spaces of walls and partitions, including furred spaces, at the ceiling and floor levels.
  - At all interconnections between concealed vertical and horizontal spaces including the attachment between a carport and a dwelling.
  - In concealed spaces between stair stringers at the top and bottom of the run and at any intervening floor level.
  - At all openings around wires, cables, vents, pipes, ducts, chimneys and fireplaces at ceiling and floor level.
- Fire blocking material shall consist of one of the following:
  - 2-inch nominal lumber.
  - Two layers of one-inch nominal lumber.
  - One thickness of 3/4-inch nominal plywood or wood structural panel with any joints backed with the same material.
  - One thickness of 1/2-inch gypsum wallboard, face nailed or face screwed to solid wood, with any joints backed with the same material.
  - Fiberglass or mineral wool batt insulation may be used if both of the following conditions are met:
    - The least dimension of the opening may not exceed 4 inches.
    - The batt shall be installed to fill the entire thickness of the opening or stud cavity.

- For wires, cables, pipes and vents only, non-shrinking caulk, putty mortar, or similar material may be used provided no dimension of the opening exceeds 1/2 inch around the penetrating object.
- For chimneys, fireplaces and metal vents, fire blocking shall be metal, cement board or other noncombustible material.

## Codes

- All construction and energy related methods must comply with the current Chapter COMM 21 and 22 of the Wisconsin Administrative Code also known as the Wisconsin Uniform Dwelling Code.
- All wiring methods must comply with the current National Electric Code and Chapter COMM 16 of the Wisconsin Administrative Code.
- All plumbing methods must comply with the current Chapters COMM 81-84 of the Wisconsin Administrative Codes and must be installed by a Wisconsin licensed plumber or the owner of a one or two family dwelling.
- All heating, ventilation, and air conditioning methods must comply with the current Chapter COMM 23 of the Wisconsin Administrative Code also known as the Wisconsin Uniform Dwelling Code and must be installed by a Wisconsin licensed HVAC installer or the owner of a one or two family dwelling.
- The Wisconsin Administrative Codes may be downloaded from the Department of Commerce Safety and Buildings Website:

<http://www.commerce.state.wi.us/SB/SB-HomePage.html>



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