



Basement and Remodel Specifications

Basement and Remodel Submittal Information:

- Completed Residential Building Permit application & two (2) sets of plans
- Email, mail, fax or drop off all permit application materials needed. After plan review and approval, you will be notified that permit is ready for payment and pickup. Payment due after permit is approved. Checks made payable to the City of Delaware

Inspections (same day inspection if you call between 8-9 a.m.) After your permit is approved and paid for you will call us to schedule the inspections that will be listed on the back of your permit. Inspections will depend on your scope of work. Permit must be on site.

Plans must include:

- Floor plan of existing basement showing locations of furnace and water heater, stairway, sump pump pit, beam, support posts, electrical service panel and windows
- Floor plan of finished basement showing all partition walls, supply air ducts and return air for finished rooms. Show all room dimensions, door sizes, their locations, and label each room as to its respective use (i.e. bedroom, storage, office, etc.)
- Show all lighting fixtures, light switch locations, smoke detectors, and electrical outlet locations
- Show dimensions from partition walls to furnace and water heater
- Show dimensions of furnace room
- Plumbing permits through Delaware County Health Department, 740-368-1700

The following criteria must be met if a basement bedroom is planned:

- Smoke detector in the bedroom (hardwired with battery back up) interconnected with existing smoke detectors
- Emergency egress window with a clear opening of 5.0 square feet minimum 20"width and 24" height. Sill height not over 44"above finished floor
- Window well of minimum 3' by 3'
- Ladder or steps required in window well per code