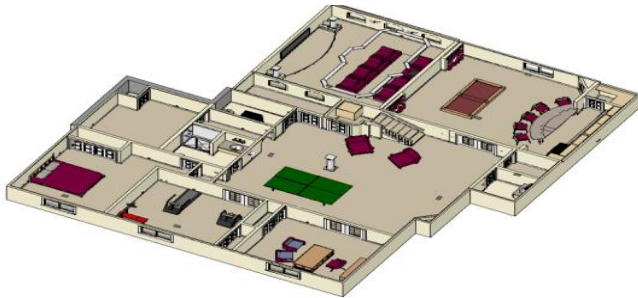


## Finished Basement Permit Requirements



### How can I submit a permit application?

Required paperwork shown below can be dropped off at Village Hall (500 S Fish Lake Rd, Volo, IL 60073) Monday-Friday from 8am until 4pm. After hours they can be submitted via our utility payment drop-box located outside of Village Hall. Applications can also be submitted electronically via email to [building@villageofvolo.com](mailto:building@villageofvolo.com)

### What do I need to obtain a Finished Basement Permit?

- [Village of Volo Building Permit Application](#)
- Complete Set of Detailed Plans Indicating:
  - Outlet Location
  - Walls Being Added or Altered
  - Electrical Tie-in
  - CO and Smoke Detector Location
  - Dimensions of Doors/Windows
  - Ventilation Location
- Plumbers License and Letter of Intent if Adding or Altering Plumbing

### Basement code regulations to keep in mind:

- Framing, stud spacing, lumber plate, drilling/boring locations are completed per specifications in approved permit and per code requirements (see page 2)
- All conduits, electrical boxes, outlets, switches, and wiring are installed per specifications in approved permit and per code requirements (see page 2)
- As applicable, drainage, vent pipes, piping, copper piping (hot vs. cold) are installed per specifications in approved permit and per code requirements (see page 2)
- Verify correct insulation thickness and installed per specifications in approved permit and per code requirements (see page 2)
- Verify nail pattern and that properly glued per specifications in approved permit and per code requirements (see page 2)
- All hardware and doors installed per code requirements (see page 2)
- If applicable, bedroom window installed per code requirements (see page 2)
- Ceiling height meets code requirements (see page 2)
- Electrical outlets, GFI outlets, smoke detectors, CO detector in bedroom, fans, switches installed per specifications in approved permit and per code requirements (see page 2)
- Plumbing: Water works (hot/cold) with temperature set to code requirements (see page 2)

Mayor: Stephen Henley

Trustees: Michael Wagner – Carol Porter – Kurt Johnson – Dustin Heuser – John Buttita – Lesa Northam

Village Clerk: Bonnie Rydberg



## **Building Codes**

2006 International Residential Code  
2003 International Building Code  
2006 International Fire Code  
2003 International Mechanical Code  
2003 International Fuel Gas Code  
2002 National Electric Code  
State of Illinois Energy Code (2015 International Energy Conservation Code)  
State of Illinois Plumbing Code  
State of Illinois Accessibility Code  
2003 International Property Maintenance Code

*All codes as modified and amended by Village Ordinance.*