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# ***Finished Basements***

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**Department of Code Enforcement**

**Readington Township**

Hours of Operation: Monday – Friday 8:30 a.m to 4:30 p.m.

Phone: 908-534-2164 Fax: 908-534-9151

Web Address: [www.readingtontwp.org/building\\_construction.html](http://www.readingtontwp.org/building_construction.html)

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This publication provides the guidelines for finishing a basement in an existing single family dwelling. These requirements are the most common and may not be representative of all the conditions you may encounter. Additional permits, plans and inspections may be required, depending on the complexity of your project.

## **Prior Approvals**

These are requirements from other agencies and/or departments that must be obtained before we can review your application.

- ✓ Hunterdon County Health Dept. Permit (\$15 fee) if your property has a septic system. Include the approved permit with your construction permit application.
- ✓ Readington Township Zoning Permit (\$35 fee). This may be submitted with your construction permit application, however, approval must be given before it will be forwarded to our department for review

## **Department Forms**

The Construction Permit Application folder (F100) holds all the forms and plans for the project. Fill in the information for sections I and II. On the inside of the cover are two sections. If the homeowner prepares the plan they must check “B”. in the Owner Section and then sign and date where noted. If the homeowner is performing the work, whether building, fire, electric or plumbing, then those sections must be checked in section “C” accordingly. If the application is being submitted by someone other than the owner then section II. shall be completed.

Building Subcode Technical (F110) sections A, C and D are to be completed. The type of work is Rehabilitation and the estimated cost for the building elements, including labor, listed as Rehabilitation.

Electrical Subcode Technical (F120) sections A, C and D are to be completed entering the number of fixtures, switches, receptacles, etc being installed as well as any subpanels and their size. The cost of work for the electrical work shall be entered in section B. If a licensed electrical contractor is doing the work he must sign and seal section C.

Fire Subcode Technical (F140) is needed for the relocation of the smoke detector(s), CO detector location and to verify proper air for fuel burning appliances. Complete sections A, C and D and enter the cost of work in section B.

Plumbing Subcode Technical (F130) is only needed if plumbing fixtures, gas appliances or an additional water heater is being done. Sections A, C and D must be completed. If a licensed plumber is performing the work he must sign and seal section C. Cost of plumbing work shall be entered in section B.

## **Required Construction Documents**

Two copies of the following plans must be submitted with the application.

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1. A floor plan of the ***entire basement*** drawn to scale including window locations, existing stairs, mechanical equipment and electrical panel(s). Locate where all new walls and partitions will be constructed and show room dimensions, door locations and other fixtures. Label all room uses (i.e. rec room, office, mechanical) and note if an area is to remain unfinished.
2. Provide a typical wall cross-section at the foundation and label all materials being used, including ceiling materials. A sample cross-section is attached.
3. Provide a separate floor plan showing all electrical fixtures including switches, lights, receptacles, smoke detector(s) and any other devices. List the number of circuits that will be used and the amperage of each circuit.
4. Submit a Combustion Air Calculation worksheet so we may verify that all fuel burning appliances have sufficient combustion air to function properly. This form is attached and ***must*** be submitted with the application.
5. If any plumbing or gas piping work will be done a sewer/vent or gas riser schematic must be provided.

*The Uniform Construction Code allows a homeowner to personally prepare the above documents for the single-family residence in which they reside. However, the information and clarity must be at, or **near**, the same level as those prepared by a design professional. All owner prepared drawings must be signed by the owner*

If you need any information on building codes, the state Department of Community Affairs has made the [International Residential Code](#) and [National Standard Plumbing Code](#) available in read-only format. Visit their website at <http://www.state.nj.us/dca/divisions/codes/> .

### **Inspections**

You will be provided with a list of required inspection for your particular project and the days in which those inspections may be scheduled for.

**Note:** We are aware that design changes are made during the course of any construction project, such as number of lights and outlets installed. These additional fixtures as well as any other deviations in the approved plans or applications must be applied for, approved and paid for in a permit update ***prior*** to any rough or final inspection. Failure to do so may result in significant delays to your project schedule.

### **Certificate of Occupancy**

An Application for Certificate of Occupancy must be submitted prior to use of your new finished basement. Final inspections alone do not mean the area may be occupied. File the application at the approximate time the final inspections are being made to avoid delays in us issuing your C.O. The certificate will be mail to you approximately 7-10 days after all approved finals.