



TOWN OF PARMA

Building Department

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SUBMISSION REQUIREMENTS FOR A FINISHED BASEMENT PERMIT

All the following information **MUST** be provided to approve your permit application.

1. A completed Building Permit application.
2. A detailed floorplan.
 - a. Entire basement area finished and unfinished.
 - b. Each room labeled with dimensions.
 - c. Location of new plumbing, HVAC and lighting.
 - d. Location of smoke and carbon monoxide alarms.
 - e. Location of egress window.
 - f. Details of insulation. Must indicate R value.
 - g. Height of Basement ceiling after finished.
3. Details of the egress window.
 - a. Window Dimensions.
 - b. Sill height.
 - c. Window well dimensions and drain detail.
4. Proof of Contractor insurance for Liability, Workers Compensation and Disability.

Facts to consider when finishing a basement.

1. Insulation for the wall must comply with NYS code for new construction.
2. The bottom plate of basement walls must be pressure treated.
3. Egress windows must be in every bedroom. If no bedrooms, it must be in the main area of the finished basement.
4. Each bedroom requires a smoke alarm. In addition, a carbon monoxide alarm and a smoke alarm must be located outside of the bedroom within 10' of each bedroom door.
5. Smoke alarms and Carbon Monoxide Alarms must be hardwired and interconnected.
6. If you are adding electrical outlets and lights, you will need an electrical inspection.

Example Floorplan

Note: Your drawing can be drawn by hand. Please use a straight edge. All drawings must be drawn clearly drawn and legible.

