



FINISHED BASEMENT Permit Application Checklist

Community Development Department

Revision Date: 07/22/2020

Required Permit Applications:

- ❖ [Fill out and submit Building Permit Application](#)

Submittal Requirements:

- ❖ [Click here for additional Requirements](#)
- ❖ For paper submission, Two (2) copies of Building Plans / For online submission, One (1) copy of Building Plans

Permit Fees (Fee is not due until permit is ready):

- ❖ Construction Cost X 0.75%
- ❖ Electrical, Plumbing, HVAC, Fire Protection Systems, Plan examination

License Requirements:

- ❖ Electrical, Plumbing, and Roof

Other Requirements & Information:

- ❖ Work must be started and completed within six (6) months of the issue date.
- ❖ After Permit is issued, as construction progresses, inspections are required. [Click here to schedule inspections online](#). Or call us at 847-658-2700 # 1003.
- ❖ [Click here for Emergency Escape and Rescue Openings in Basement by International Residential Code](#)

Adopted BUILDING CODES:

International Residential Code 2006 | International Building Code 2006 | International Fire Code 2006 | International Mechanical Code 2006 | International Fuel Gas Code 2006 | National Electrical Code 2002 | [Illinois State Plumbing Code 2014](#) | [Illinois Energy Conservation Code 2015](#) | International Existing Building Code 2006 | International Property Maintenance Code 2006 | Illinois Accessibility Code 1997

Please note that this checklist is not intended to be all-inclusive.
Due to changes in codes, regulations, and ordinances, other requirements may apply.