

Basement Finishes Questions and Answers

1. Who can get a building permit?

- Licensed contractors may obtain permits for any property.
- Qualified homeowners may obtain permits for their own property.

2. When do I need a permit?

- Anytime you are creating or adding any living space.
- A permit is also required to install drywall or any other ceiling or wall covering.

3. What do I need to get a permit?

- You need to make a floor plan of your basement as you want it to look when you are done
- You need to go into the basement to take some measurements.
- Write on the floor plan the sizes of the rooms, and indicate what they will be used for
- Write on the floor plan the actual ceiling height. If different areas have different heights, write all of them on the plan.
- Write on the plan the height from the floor to any protrusions like beams, ducts, pipes, or other items.
- Write the ceiling height of the stairwell (from the steps to the ceiling).
- Show details of the egress window.
- You may add photos to the drawing.
- Two sample drawings are attached to help get you started.

4. What are the minimum requirements?

- Minimum ceiling height is six feet, eight inches (6'8")
- Minimum height to protrusions is six feet, four inches (6'4")
- Minimum height above the stairway to the ceiling is six feet, eight inches (6'8")
- The sample drawing for the egress window contains all the minimum dimensions.
- At least one egress window is required in each bedroom, and may be required for other rooms.
- Hardwired, battery backup, interconnected smoke detectors are required throughout the house. Installation requires an electrical permit.

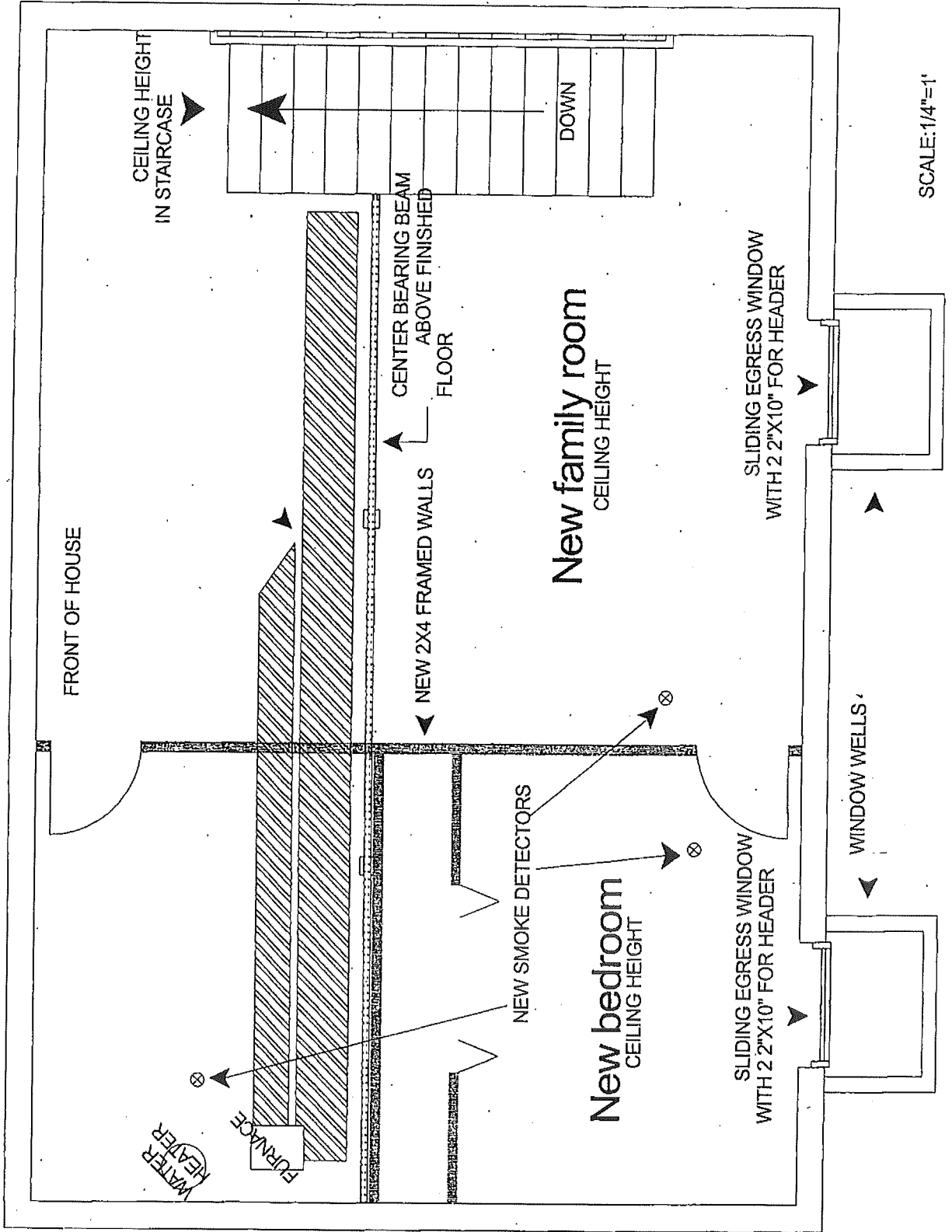
5. I have plans now what?

- Submit the plans to the Community and Neighborhood Services office with a building permit application completed. Plan review may take as long as 2 weeks. However, small and complete plans may be reviewed sooner. We will contact you when your permit is ready to be issued.

If you have any further questions, please feel free to contact us at:

City of Holland
Community and Neighborhood Services
270 S. River Ave.
Phone: 616-355-1330 Fax: 616-546-7058
cns@cityofholland.com

SAMPLE BASEMENT FINISH PLAN



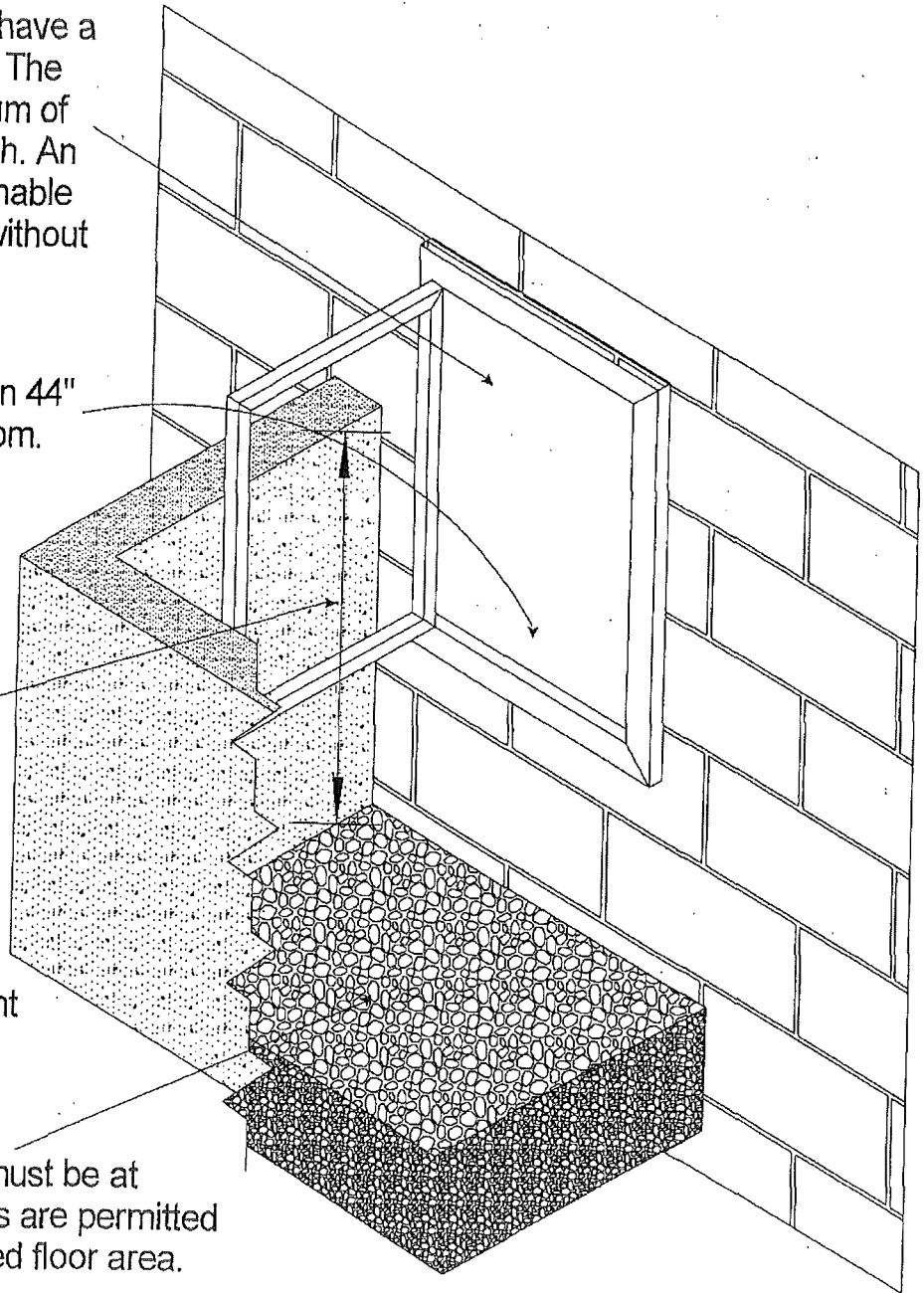
Egress Window and Window Well Requirements

The net clear opening must have a minimum of 5.7 square feet. The opening shall have a minimum of 24" in height and 20" in width. An Egress window shall be operable from the inside of the room without the use of keys or tools.

The sill may not be more than 44" above the floor inside the room.

Window wells that are more than 44" deep must have a permanently affixed ladder or steps that are usable when the window is open. Ladders must be at least 12" wide. Ladder rungs must project at least 3" from the wall of the window well and spaced not more than 18" on center for the full height of the well.

The floor of the window well must be at least 3' by 3'. Ladders or steps are permitted to encroach 6" into the required floor area.



Window well covers are permitted provided that they can be easily opened from the inside without the use of keys, tools or special knowledge. The opening must also be a minimum of 5.7 square feet.