

BASEMENT REC-ROOM CHECKLIST FOR PLAN SUBMITTAL

1. Licensed Plumbing, Electrical & Heating Contractors, all with benefit of their own permit, shall install their respective work in the newly remodeled areas.
2. Install hard-wired battery back-up smoke detectors and carbon monoxide detector in basement in accordance with State Code sections SPS 321.09 & 321.097. Also, install a carbon monoxide detector on main level of house (plug-in type is permitted).
3. Provide adequate combustion/ventilation air and proper clearances for furnace room gas appliances (*NOTE: If the furnace room volume does not contain 50 cu. ft./1,000 BTU of the appliance input rating for the naturally drafted gas appliance(s), air transfer grills must be installed in the common wall between the furnace room and the rec room sized to 1 sq. in per 1, 000 BTU appliance of the gas appliance input rating split between one upper grill and one lower grill positioned 1' from floor and ceiling. A minimum of 100 sq. in. of unobstructed air openings shall be provided for each grill.*)
4. Habitable rooms in basement shall have a finished ceiling height not less than 6'-8" (7'-0" if home was built after June 1980.) .
Exception: Beams and ducts may encroach a maximum of 8" into the required finished ceiling height but not more than 50% of the ceiling in the habitable room.
5. **Do not install a vapor barrier on below-grade walls.**
6. Basement stairway handrail shall comply with section SPS 321.04(3).
7. Maintain proper clearances to electrical panel and water meter (*Electrical panel shall be positioned on a min. 30" wide space which extends out from the front of the panel a min. of 36". The working clearance shall extend from floor-to-ceiling*). Adequate working clearance shall be provided around the water meter for replacement of meter and control valves.
8. Supply and return air shall be provided for all new habitable rooms in basement. A separate HVAC permit is required for any heating/AC distribution ducts installed.
9. VENTILATION. Balanced mechanical ventilation may be provided in lieu of openable exterior doors, skylights or windows provided the system is capable of providing at least one air change per hour of fresh outside air while the room is occupied. All exhaust ventilation shall terminate outside the building. NOTE: Exhaust ventilation shall be balanced with outside air in accordance with code. The required exhaust ventilation may be individually switched.
10. Bathroom exhaust fan shall be rated to provide a minimum 50 CFM at the exterior exhaust termination. It is recommended that a 70 CFM exhaust fan be utilized. *NOTE: Since CFM rating is measured at exhaust outlet, it is recommended that the exhaust fan be "upsized" one size to accommodate reduced velocity due to duct friction.*
11. All plumbing control valves/clean-outs electrical boxes, and ductwork volume dampers located in walls and ceilings shall be accessible and serviceable by means of removable ceiling panels, access covers or doors.
12. Basement shall not be used for sleeping purposes at any time.
13. Firestop all drop soffits, drop ceilings, chase walls, and all plate penetrations.

NOTE: State codes may be accessed at the following web site link:

<http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC/UDC-Admin-Code/>

Please contact the Department of Inspection Services at (414) 423-2100 if you have any questions regarding the above conditions.