



CITY OF  
**PICKERINGTON**

# BASEMENT FINISH INFORMATION

---

This guide is intended to assist you in the permit process for a single family home basement finish. This guide is not intended to cover all circumstances. Depending on the scope of your project, additional and/or more detailed plans may be required.

## APPLICATION

Please submit the following items to the Building Department at 51 East Columbus Street:

- Building Permit application
  - Fees vary by project and are due when permit is picked up
- 2 complete sets of building plans (see below for details)

## BUILDING PLANS

Building plans do not need to be professional, but must include the following items:

- Provide a floor plan showing existing dimensions of the basement and providing dimensions of all new rooms, any new openings, and items to be relocated.
- Electric detail.
- Mechanical system detail.
- Wall section detail.
- Label the use of all rooms.
- Identify emergency escape and rescue windows for sleeping areas.
- Indicate height of ceiling areas.

## BASEMENT FINISH REQUIREMENTS

### BATHROOMS:

- A ventilation fan is required in bathrooms and toilet rooms without operable windows. The fan must be vented to the exterior of the building.
- A separate plumbing permit may be required.

**CEILING HEIGHTS:** Finished ceiling height in existing basements shall not be less than 6'-8" with a minimum ceiling height of 6'-4" under obstructions such as beams and ductwork.

(BASEMENT FINISH REQUIREMENTS CONTINUED)

**EMERGENCY ESCAPES:** Sleeping rooms must have their own egress code compliant window or exterior door in that space. Emergency escape windows with a sill height below grade must below grade must be provided with an egress window well.

**INSULATION:** Provide R-13 wall cavity insulation.

## PLAN REVIEW

**\*Accurate and complete information provided in accordance with the attached documentation will expedite a thorough review of the project.**

The Building Department will review constructions plans for compliance with the 2013 Residential Code of Ohio. Please allow a total of 7 business days for review and call 614-833-2221 with any questions for the Building Department.

Once plan review is complete and all necessary approvals are granted, the applicant will be notified. Construction may begin after all fees are paid and the permit is picked up.

## INSPECTIONS

**\*Approved plans and build card must be onsite for all inspections.**

Inspections may be scheduled by calling the inspection voicemail line at 614-833-2221 (select option 1) or by emailing [inspectionrequest@pickerington.net](mailto:inspectionrequest@pickerington.net). Inspection requests received by 3:00pm will be scheduled for the following business day. **There are no same day inspections.**

The typical inspections for a basement finish are listed below. However, inspections will vary based on the scope of work.

- |                   |                   |                   |
|-------------------|-------------------|-------------------|
| 1. Electric Rough | 4. Framing        | 7. HVAC Final     |
| 2. HVAC Rough     | 5. Insulation     | 8. Plumbing Final |
| 3. Plumbing Rough | 6. Electric Final | 9. Building Final |

## ADDITIONAL INFORMATION

**When the permit is issued please be sure to read your plan approval letter carefully for more information.**

Contractors must be registered to do work in the City of Pickerington. For more information about contractor registration, please contact the Building Department at 614-833-2221. If a homeowner is doing their own work on project, a Homeowner's Affidavit is required.