

**CITY OF GREENFIELD
INSPECTION SERVICES DIVISION
FINISHED BASEMENTS**

APPLICATION REQUIREMENTS

Draw a construction plan and submit two copies with Building Permit application. At a minimum the following information must be included:

1. Room dimensions.
2. Location of new walls and construction type (wood, steel, etc.).
3. The use of each room. Existing rooms and new rooms must be indicated (rec room, office, utility, furnace, storage, bedroom, bath, den, etc.).
4. The location of furnace, water heater and smoke alarm.
5. Location and size of doors.
6. Location and size of windows.

ADDITIONAL PERMITS REQUIRED

1. An electrical permit is required for all new electrical work. Only an electrician licensed in Greenfield may take out the permit and do the work.
2. A plumbing permit is required for all new plumbing work. If the owner lives in his or her own single family house they can do their own plumbing. This homeowner's privilege requires that you do your own work with your own plumbing permit. You cannot have a contractor work under your permit. A licensed master plumber may take out the permit for this work.

CODE REQUIREMENTS

1. Provide access to all dampers in ducts, gas valves, water shutoffs, electric junction boxes, chimney and plumbing cleanouts. Gas pipe unions cannot be buried behind walls or ceilings.
2. Provide access to electric service panel. Minimum 30" wide by 36" deep in front of the panel.
3. Any foam insulation used must be covered with ½" drywall. The ½" drywall equals a fifteen minute thermal barrier.
4. Common use area doors, such as to basement, rec room, family room, utility room, etc., must be at least 2' 8" or 6' 8" or have a clear opening of 30".
5. Ceiling height minimum requires 50% of square footage to be at least 7'.
6. Bathrooms require exhaust ventilation to the outside.
7. Vapor barriers are not required over insulation in walls below grade.
8. Provide cold air returns equal in area to supply air from heat runs.
9. Provide air grills in walls or louvered doors to supply combustion air to furnace and water heater if needed. If a confined space is created see SPS 323.06.
10. If a room in basement is intended to be used as a bedroom, the natural light, ventilation and egress requirements must be met:
 - 8% of bedroom square footage in natural light.
 - 3.5% of bedroom square footage in openable window.
 - Egress requirements as established in SPS 321.03 (6) & (6m).
11. As of February 1, 2011, there are Wisconsin requirements for both smoke alarms and carbon monoxide alarms in almost all one-family and two-family dwellings, regardless of the building's age. The new carbon monoxide safety net is for dwellings with fuel burning appliances, fireplaces or attached garages.

EGRESS REQUIREMENTS

SPS 321.03 (6) Exits from Ground Floor

1. Ground floors which are not used for sleeping shall be provided with at least one exit. The exit may be a swing door or a sliding glass door which discharges directly to grade or may be via a stairway which leads to the first floor.
2. Ground floors which include spaces used for sleeping shall be provided with at least two exits. The two exits shall not be accessed by the same stairway or ramp and shall be located as far apart as practical. One exit shall discharge to grade. The second exit may be via a stairway or ramp which leads to the first floor. Windows which comply with sub. (6m) may be provided in each ground floor bedroom in lieu of the second exit from the ground floor.

(6.m) Windows Used for Exiting. Windows which are installed for exit purposes shall comply with the requirements of this subsection.

1. The window shall be openable from the inside without the use of tools or the removal of a sash. If equipped with a storm or screen, it shall be openable from the inside.
2. The nominal size of the net clear window opening shall be at least 20 inches in width by 24 inches in height. Nominal dimensions shall be determined by rounding up fractions of inches if they are $\frac{1}{2}$ inch or greater or rounding down fractions if they are less than $\frac{1}{2}$ inch.

Except as provided in subd. 3., no portion of the window, including stops, stools, meeting rails and operator arms or awning windows, shall infringe on the required opening.

The moveable sash of casement windows may infringe on the required opening width. The net clear opening width of casement windows shall be measured between the stops.

3. The area and dimension requirements of par. (b) may be infringed on by a storm window.
4. The sill height shall not be more than 46 inches above the floor or the top of a permanent platform, with or without steps, installed below the window. The platform and steps, if provided, shall be as wide as the actual egress opening and have a minimum tread depth of 9 inches and maximum riser height of 8 inches.
5. If a window which is provided as an exit is located below grade, then an areaway shall be provided. The width of the areaway shall be at least equal to the width of the exit window. The bottom of the areaway shall not be more than 46 inches below grade. The areaway shall be a minimum of 3 feet measured perpendicular from the wall. The areaway shall be constructed to prevent rainfall flowing into the areaway from entering the dwelling.

INSPECTIONS REQUIRED

Inspection Types. The following sequence of inspections shall be performed for the purposes of determining if the work complies with this code.

- Rough electrical called in by an electrician.
- Rough plumbing called in by whoever obtains permit.
- Rough framing.
- Final electrical and plumbing inspection.
- Final building inspection prior to moving in.

INSPECTION SERVICES DIVISION
PHONE: 414-329-5331
FAX: 414-543-9615