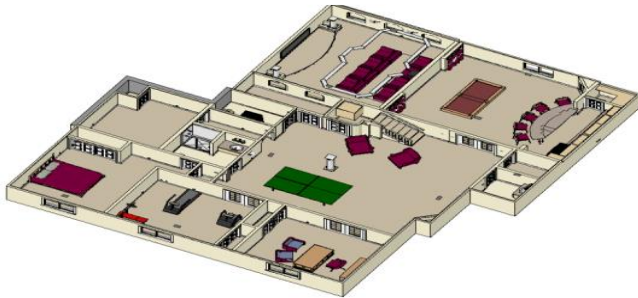


## Finished Basement Permit Requirements



### How can I submit a permit application?

Required paperwork shown below can be dropped off at Village Hall (500 S Fish Lake Rd, Volo, IL 60073) Monday-Friday from 8am until 4pm. After hours they can be submitted via our utility payment drop-box located outside of Village Hall. Applications can also be submitted electronically via email to [building@villageofvolo.com](mailto:building@villageofvolo.com)

### What do I need to obtain a Finished Basement Permit?

- [Village of Volo Building Permit Application](#)
- Complete Set of Detailed Plans Indicating:
  - Outlet Location
  - Walls Being Added or Altered
  - Electrical Tie-in
  - CO and Smoke Detector Location
  - Dimensions of Doors/Windows
  - Ventilation Location
- Plumbers License and Letter of Intent if Adding or Altering Plumbing

### Basement code regulations to keep in mind:

- Framing, stud spacing, lumber plate, drilling/boring locations are completed per specifications in approved permit and per code requirements (see page 2)
- All conduits, electrical boxes, outlets, switches, and wiring are installed per specifications in approved permit and per code requirements (see page 2)
- As applicable, drainage, vent pipes, piping, copper piping (hot vs. cold) are installed per specifications in approved permit and per code requirements (see page 2)
- Verify correct insulation thickness and installed per specifications in approved permit and per code requirements (see page 2)
- Verify nail pattern and that properly glued per specifications in approved permit and per code requirements (see page 2)
- All hardware and doors installed per code requirements (see page 2)
- If applicable, bedroom window installed per code requirements (see page 2)
- Ceiling height meets code requirements (see page 2)
- Electrical outlets, GFI outlets, smoke detectors, CO detector in bedroom, fans, switches installed per specifications in approved permit and per code requirements (see page 2)
- Plumbing: Water works (hot/cold) with temperature set to code requirements (see page 2)

Mayor: Stephen Henley

Trustees: Michael Wagner – Carol Porter – Kurt Johnson – Dustin Heuser – John Buttita – Lesa Northam

Village Clerk: Bonnie Rydberg