

Finished Basement Guidelines

- Minimum ceiling height is 7 feet with projections such as beams, ductwork, etc. allowed as low as 6'6".
- All electrical junction boxes, doorbell or furnace transformers, duct dampers, plumbing clean outs, water shut off valves, gas shut off valves & any other items that may require future maintenance or replacement must remain accessible.
- Insulation is not required; however if installed it must be inspected prior to covering.
- All electrical wiring must be of copper and installed in metal conduit. No flexible conduit or Romex allowed.
- Any wood framing in contact with concrete must be treated lumber.
- The entire area under the basement stairs is to be drywalled and taped.
- If the furnace/water heater is enclosed in a room a smoke detector is required in the furnace area and a second one in the living areas. Additional combustion air for these appliances may be required.
- Clearances around the furnace must be kept as prescribed in the owner's manual.
- If a bedroom is proposed a code compliant egress window is required within the bedroom along with a smoke detector and a smoke/carbon monoxide detector installed within 15 feet of the bedroom.
- All smoke detectors must be hard wired with battery backup and must be interconnected so that any one activating will activate all of them.
- Bathrooms require an exhaust fan hard ducted to the exterior.
- Bathrooms require the submittal of a plumbing schematic plan from a state licensed plumber.

PLAN REVIEW:

Plans may be sent out for review at Building Official's discretion. Plan review fees may be assessed & due at the time the permit is issued. Plan review time is approximately 5 - 7 working days. If permit is denied or cancelled, applicant is responsible for any plan review fees incurred by the City.

PERMIT FEES:

Permit fees are determined using the construction value chart located in the 2000 IBC.

INSPECTIONS:

All inspections require 24-28 hours advanced notice. To schedule inspections, you will call (815) 838-0549, option 5. When scheduling an inspection, you will need the address, type of inspection & contact information.

CONTRACTOR REGISTRATION:

Any contractor doing work within the City of Lockport is required to become registered. This application can be found online or by stopping in our office. Permits will not be issued until every contractor has completed the registration process.

SUBMITTAL FOR PERMIT:

- Residential remodeling permit form
- 2 sets of detailed plans showing what is currently in the space & what is proposed, with each room labeled with proposed use.
- Plans should show dimensions of each room.
- Plans should show all current & proposed windows, doors, electrical, plumbing & HVAC.



CITY OF LOCKPORT

RESIDENTIAL REMODELING PERMIT FORM

PROPERTY INFORMATION:

Address of Work: _____

Estimated Construction Value: \$ _____

Description of project: _____

APPLICANT INFORMATION:

Printed Name: _____ Company: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

Additional Information: _____

I HERBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO CONFORM TO ALL GOVERNING INFORMATION AND REGULATIONS SET FORTH BY THE CITY COUNCIL OF LOCKPORT.

Signature: _____ Date: _____

PRIMARY CONTACT: (For plan review comments)

Printed Name: _____ Company: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

Additional Information: _____

Legal owner of property

Printed Name: _____ Company: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

ARCHITECT INFORMATION:

Architect: _____ Phone #: _____

Address: _____

CONTRACTOR INFORMATION (*ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY OF LOCKPORT)

Carpentry:

Company: _____ Phone #: _____

Address: _____

Electrical:

Company: _____ Phone #: _____

Address: _____

Excavation:

Company: _____ Phone#: _____

Address: _____

Concrete:

Company: _____ Phone#: _____

Address: _____

General:

Company: _____ Phone#: _____

Address: _____

Gypsum:

Company: _____ Phone#: _____

Address: _____

HVAC:

Company: _____ Phone#: _____

Address: _____

Masonry:

Company: _____ Phone#: _____

Address: _____

Plumbing:

Company: _____ Phone#: _____

Address: _____

Roofing:

Company: _____ Phone#: _____

Address: _____

Sewer & Water:

Company: _____ Phone#: _____

Address: _____

Other:

Company: _____ Phone#: _____

Address: _____

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City of Lockport

Building Department
921 S. State Street
Phone: (815) 838-0549 option 5
Fax: (815) 588-0111

RESIDENTIAL PLUMBING REVIEW SHEET

Please provide the following plumbing plan review information for new room additions or alterations:

	NEW FIXTURES (# of)	EXISTING FIXTURES (# of)
Water Closet (Toilet)	_____	_____
Bath Sink (Lavatory)	_____	_____
Dish Washer	_____	_____
Kitchen Sink	_____	_____
Laundry Tub	_____	_____
Washing Machine	_____	_____
Tub & Shower	_____	_____
Shower	_____	_____
Bathtub	_____	_____
Bar Sink	_____	_____

EXISTING WATER SERVICE SIZE: _____

EXISTING WATER METER SIZE: _____

PLEASE SUBMIT A LINE DIAGRAM (ISOMETRICS) INDICATING WASTE, VENT AND WATER PIPING DETAILS FOR ALL NEW FIXTURES.

FOR OFFICE USE ONLY

Permit #: _____

Historic District (Y/N): _____

Building Dept. Approval: _____ Date: _____

Building Permit: \$ _____

Sewer Tap-On Fee: \$ _____

Water Tap-On Fee: \$ _____

Temp. Water Usage: \$ _____

Grading Permit Fee: \$ _____

Plumbing Inspection Fee: \$ _____

Engineering Fee: \$ _____

Plan Review: \$ _____

Total Fees: \$ _____