



Village of Morton Grove
Building Department
6101 Capulina Ave
Morton Grove, Illinois 60053
Phone: 847/470-5214 Fax: 847/663-6185

**BASEMENT
BUILD OUT
SUPPLEMENT**

COPY OF CONTRACT/PROPOSAL IS REQUIRED WITH THIS APPLICATION

Basement Build out Supplement

Basic things to include with the permit application that is submitted to the Village:

(4) Complete sets of drawings that is to include a floor plan and wall cross section that indicates all structural, mechanical, electric, and plumbing work. If there is any plumbing, a plumbing isometric drawing is required.

- Indicate the location of all electrical devices with universal electrical symbols.
- \$ = Switch O = Receptacle ⊕ = Light Fixture ⊗ = Smoke Detector
- Submit wall cross section indicating air separation from foundation wall, stud dimensions and spacing, decay resistant bottom sill, insulation to be used, and finished wall material.
- Indicate location of existing windows including the escape window, if applicable.
- Provide size of current Electric Service and number of available circuits.
- Do not install any poly sheathing vapor barrier within the wall construction.
- Indicate the finished ceiling height. The finished ceiling height must not be less than 7' above the finished floor, with the exception of beams and girders spaced not less than 4' apart (on center), where, a maximum 6" projection below the required ceiling height is permitted.
- Indicate finished ceiling material (electrical junction boxes must remain accessible).
- Conduit is to be used for electrical system (Non-metallic sheathed cable (Romex) and BX cable are not allowed).

- A GFCI tamper proof protected receptacle will be required in the unfinished portion of the basement if one is not already installed.
- Specify new or modified circuits
- Indicate combustion air source for furnace and water heater, unless both are sealed combustion units
- Indicate location for new supply and return air registers.

- All bathroom and wet bar countertop receptacles must be GFI protected.
- Mechanical ventilation is required to be installed in bathrooms and must be a direct vent to the exterior.
- Under stair closets and/or storage areas must have 5/8" fire rated drywall installed.
- Any light fixtures installed in non-walk in closets must be fluorescent or recessed.

- 110v smoke detectors wired in series with battery backup are required to be installed in all bedrooms, on each floor level, in the finished basement area, and in the unfinished basement area.
- Basement bedrooms must have a smoke detector and escape window within the room.
- CO detectors with in 15' of all bedrooms .
- Dedicated circuits must be maintained for the sump pump, ejector pump, and furnace.
- All necessary clean-outs for sewer systems must remain accessible.