

## **Finished Basement Analysis Information Form**

Date: \_\_\_\_\_

### Property Information:

S.C.T.M \_\_\_\_\_

### Address:

Zoning District: (circle one) APZ RA-80 RA-40 RB-80 RB-40 RC HR HC

Project Description: Finished basement (circle one).

New Work Existing Conditions

### **Building Data**

If already existing what year was the construction completed: \_\_\_\_\_

Area of basement (square footage) Include dimensions on plans: \_\_\_\_\_

Is the space proposed to be used as a legal accessory apartment? Yes No

Has a violation been issued for finishing the basement without a permit? Yes No

Has a violation been issued for having an apartment in the basement? Yes No

Does the basement contain any potential sleeping rooms?  
(Any added sleeping rooms may require approval from the SCDHS) Yes No

If any sleeping rooms, does each room have an emergency escape rescue opening? Yes No

Is there an outside basement entrance? Yes No

If there is an outside entrance, do the treads and risers meet code requirements? Yes No

If there is an outside entrance, is there adequate drainage at the bottom? Yes No

If there is an outside entrance, is there a handrail and adequate illumination? Yes No

Have egress window wells been detailed on the submitted plans including dimensions? Yes No

**Egress:**

(circle yes or no to verify that minimum requirements are met and provide requested information)

Does the window meet opening requirements?  
(minimum opening area 5 SQ FT)

Yes

No

Maximum sill height above finished floor 44"?  
Provide sill height \_\_\_\_\_" above floor

Yes

No

Minimum Opening height 24"  
Provide opening height \_\_\_\_\_"

Yes

No

Minimum Opening width 20"  
Provide opening width \_\_\_\_\_"

Yes

No

Is the opening operational from the inside of the room without the  
use of keys, tools, or special knowledge:

Yes

No

Does the window well meet the requirements:  
(minimum horizontal area of 9 SF)

Yes

No

Is there a permanently affixed ladder or steps to exit the window well:

Yes

No

Is the bottom of the window well more than 30" below the  
grade above"? Provide Depth \_\_\_\_\_"

Yes

No

**Additional Information**

Is the proposed or existing finished basement one  
big open room for use as a recreation room ?

Yes

No

Do the ceiling heights meet the minimum requirements of being a  
minimum of 6'8" from finished floor to finished ceiling and 6'4"  
at the beams? Provide ceiling height \_\_\_\_\_

Yes

No

Is a bar sink existing or proposed?

Existing

Proposed

Not Existing

Does the space contain at least 8% light and 4% ventilation?  
(Provide details as to how light and ventilation details are met,  
example mechanical provided, or a calculation to provide details)

Yes

No

Do the proposed interior finishes comply with the IRC,  
and do not exceed the maximum allowable flame spread and smoke development?

Yes

No

Is the space currently or proposed to be fully protected  
with smoke alarms and carbon monoxide detectors as required?

Yes

No

(Please provide locations of devices on revised drawings)

If a boiler room is or is proposed to be enclosed are the manufacturers' specifications for clearances and protection met?

No

Are the walls constructed of 2X4 frame construction with treated  
Bottom plates, adequate insulation, and moisture resistant sheetrock?  
(If not please provide wall construction details)

No

**Any other pertinent information that may be helpful in the review process:**

## **Contact Information:**

Prepared by: \_\_\_\_\_  
(Print Name)

Title: (Circle One)      Owner      Contractor      Agent

Contact information: \_\_\_\_\_  
(Phone number of best person to contact for design problem issues)

Property Owner: \_\_\_\_\_  
(Name and Phone Number)

Applicant: \_\_\_\_\_  
(Name and Phone Number)