

## 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? Yes No  
(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? |     |    |

| 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?<br>(minimum opening area 5 SQ FT)                                    | Yes | No |
| Maximum sill height above finished floor 44"?<br>Provide sill height_____” above floor                          | Yes | No |
| Minimum Opening height 24”<br>Provide opening height_____”  | Yes | No |
| Minimum Opening width 20”<br>Provide opening width_____”  | Yes | No |
| Is the opening operational from the inside of the room without the<br>use of keys, tools, or special knowledge: | Yes | No |
| Does the window well meet the requirements:<br>(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<br>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?<br>(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?

Yes

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)

Yes

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)