



## FINISHED BASEMENT

Please complete the following forms and technical sections **as applicable**:

Construction permit application folder (F-100)  
Building Subcode technical section (F-110)  
Electrical Subcode technical section (F-120)  
Plumbing Subcode technical section (F-130)  
Fire Subcode technical section (F-140)

If anyone other than the homeowner performs the Electrical or Plumbing work, the applicable technical section must be signed and sealed by the contractor who is performing the work.

Properties serviced by a private septic system will need approval from the Health Dept. prior to permit issuance. Please contact The Montville Township Health Department for specifics. 973-331-3316.

Submit **2 copies** of drawings/plans that are clear and legible. **You may prepare your own plans if you are the owner and occupant of the property. Sign each prepared page before submittal to the building department.** You may choose to have your plans prepared by a NJ Registered Architect. In this case, **2 sealed sets** of plans are required.

The submitted drawings shall include the following information:

Show entire basement floor plan including unfinished and proposed finished areas, indicating partitions, doors, windows, stairways, guardrails, handrails, closets, columns, electric layout, furnace, hot water heater, chimney, floor covering, smoke detectors, plumbing and or gas riser diagram if applicable.

Show wall cross section, indicating stud sizes, stud spacing, fire stopping, optional insulation, wall covering materials, ceiling material, ceiling height, height to girders, and height to heat ducts, if applicable.

When constructing walls, if using wood, any wood in contact with concrete must be treated. Unless separated by an impervious moisture barrier.

A room in the basement may not be used as a bedroom unless the room has a means of egress, an approved door, directly to the outside, or a means of egress window which meets code.

All newly created stairways with four or more risers require continuous handrails. Handrails shall not be less than 30" or greater than 38" measured vertically from the stair nosing. Handrails shall be continuous the full length of the stairs and shall return or terminate to a wall or post. Grip sizes shall be in accordance with the 2021 International Residential Code NJ Edition Section R311.7.8.5.

Combustion air is required to keep your furnace and hot water heater functioning properly. The minimum combustion air which was provided prior to the basement finishing must be maintained. To maintain combustion air, either a fully louvered door or two (2) 12" X 12" grills must be provided (high and low) in an open wall area of the room which the appliances are located.

Clearance to combustibles must be maintained for the equipment and the venting.

Smoke Detectors and Carbon Monoxide Detectors must be installed in accordance with the Rehabilitation Subcode.

If you have questions regarding these requirements, please call the Building Dept 973-331-3380. All forms required are available here:

<https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html>