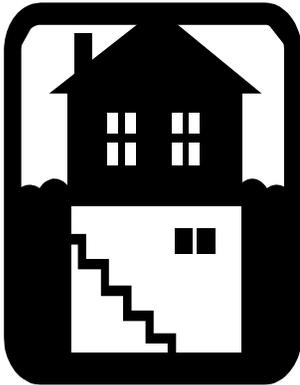


Basement Finish Permits

Information on changing your basement from non-livable to livable space



DO I NEED A BASEMENT FINISH PERMIT?

YES. A permit is required to change your basement from non-livable to livable space within the City of Leawood.

HOW DO I GET STARTED?

The following items are required at the time of application:

- A completed permit application.
- Two copies of the proposed basement floor plan.
- The contractor must have a valid City of Leawood license as well as a Class C license from Johnson County.
- All subcontractors must have a valid City of Leawood license as well as trade specific license from Johnson County, such as mechanical, electrical or plumbing.

GENERAL REQUIREMENTS

A floor plan of the proposed basement area should include the following items:

- Use of each room or area
- Location of emergency escape and rescue opening
- Smoke alarms
- Receptacles requiring GFCI protection
- Location and type of electric service entrance or sub-panels
- Environmental air/moisture evacuation fans in bathrooms
- Plumbing fixtures

The plans should also note the shape of the basement with the location of all walls, partitions, doors and windows. Note on the drawing the minimum ceiling height of seven feet.

CODE REQUIREMENTS

Creating finished space or adding a bedroom in your basement changes the character of the space usage and triggers several important code requirements (Leawood has adopted and modified the International Residential Code, 2012 Edition (IRC'12), for guiding the construction process and assuring citizen safety in one and two family homes.). Among code requirements affecting basement finish construction are: **emergency escape and rescue openings**. This can be a door opening directly to the outdoors or an egress window. All basement finish projects must have a window or a door opening directly to the outdoors. If you are creating a bedroom in your basement, the emergency escape and rescue opening must be in the bedroom. The egress window must have a **minimum openable area of 5.7 square feet** and a finished sill height not more than forty-four (44) inches above the finished floor. The horizontal dimension of the window opening must be twenty (20) inches or more and the vertical dimension twenty-four (24) inches or more. This means one or both of the opening dimensions must exceed the minimums to assure the window's openable portion meets the 5.7 square foot minimum. Egress windows with a finished sill height below the adjacent ground elevation must have a **window well**. The well must be large enough to allow the window to be fully opened, provide a clear area of nine square feet and be at least three feet from the window. When window wells are more than forty-four (44) inches deep, a ladder or stairs must be installed.

NOTE: Homes that were built prior to January 30, 2002 do not need to provide egress from the basement unless the basement contains a bedroom.

What constitutes a bedroom?

A bedroom is any room suitable for sleeping. A room will be considered suitable for sleeping if it is segregated with walls and a door from the body of the basement area and has a clothes closet or a bathroom opening into the room.

Smoke Alarms

A smoke alarm is required in any bedroom and in the area leading to bedroom. Smoke alarms in the newly finished area are to be **hard wired and interconnected, with battery back up**. Smoke alarms in existing portions of the home need only be **battery operated, unless the floor below or the attic above the existing room is unfinished so as to provide access for wiring**. If the area below the floor or above the attic is unfinished, then the smoke detectors are to be interconnected and hard wired. You may acknowledge this requirement with a note on your floor plan stating "...smoke alarm system conforming to IRC 2006, Section 313.2 shall be installed throughout the dwelling prior to final inspection approval".

Ground Fault Circuit Interrupter (GFCI)

GFCI protection is required for any receptacle on a fifteen (15) or twenty (20) amp branch circuit serving bathrooms, kitchen countertops, garages, unfinished basement areas, and outlets within six (6) feet of a bar sink.

Electrical Service and Sub Panels

Electrical services and sub panels cannot be located in closets or bathrooms. Clear space must be provided for an area of at least thirty (30) inches in width by thirty-six (36) inches in depth in front of each electrical service or sub panel.

Environmental Air/Moisture Evacuation Fans

Fans are required in any room containing a tub, shower or water closet, unless the room has at least a three (3) square foot window, one-half of which must be openable.

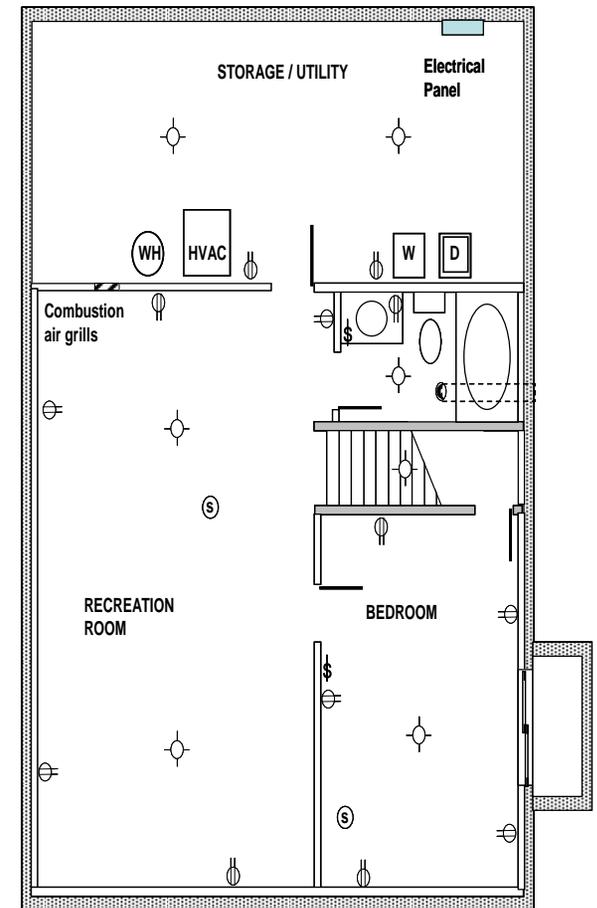
Insulation

All framed exterior walls enclosing dwelling space must be insulated to a minimum value of R-10 for continuous insulation, R-13 for cavity insulation. Concrete walls and interior framed partitions need not be insulated if space is unfinished.

Ceiling Height

A minimum ceiling height of seven (7) feet is required in all areas.

SAMPLE FLOOR PLAN



FOR MORE INFORMATION

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