

Boone County Building Department

601 North Main Street, Belvidere, Illinois 61008 (815) 544-6176

Finished Basement

This handout serves *only* as a guide and does not contain all of the requirements of Boone County Building Codes.

To all builders and homeowners;

As the Building Department for unincorporated Boone County, we are committed to the quality of construction within our jurisdiction. The following handout has been created in order to assist in more efficient permitting and construction by offering information and guidelines as well as common mistakes our department encounters. We ask that you please refer to this handout, as the information contained herein can potentially be time and cost effective for all parties.

This handout outlines many, but not all, of Boone County codes. It is important to note that ALL building and zoning codes must be in compliance. The codes that are in effect for Boone County at this time are as follows:

International Residential Code 2003 with local amendments
International Building Code 2003
National Electrical Code 2005 with local amendments
Illinois Plumbing Code 2004 with local amendments
Boone County Zoning Ordinance
International Energy Conservation Code 2000 with 2001 Supplement (commercial only)

An appointment is no longer required for a building permit. Information for a building permit may be dropped off, mailed, or faxed to our department at any time. Once the review is complete the applicant will be notified whether it complied. Please note that any missing information can result in the delay of your processing. A building permit will be released once the review is approved and payment has been received.

Michele Holsker, our permit technician, will be the contact person regarding all applications. Any questions regarding the application process should be directed to her. If you have a technical question regarding building or zoning codes, Michele will take a message and an inspector will return your call.

- **Building Department** 544-6176
- **Electrical Inspector, Phil Long** 547-8669
- **Plumbing Inspector, Gunnar Bergland** 1-737-2222

****Candlewick Building Department** 765-2827

Construction projects must be approved by Candlewick Lake Association before the County can issue a permit. (Roofing permits excluded.) Please be sure to include your Candlewick approved site plan and Candlewick hard card (blue card) with your submitted county application.

****If you are located in one of the following incorporated areas please contact that person or office for all zoning and building inquires.**

- **City of Belvidere** 547-7177
- **Village of Capron**
 - Independent Inspections 1-800-422-5220
 - Capron Village Hall 569-2206
- **Village of Caledonia**
 - Diedra Johnson 765-3271
- **Village of Poplar Grove** 765-3201
- **Village of Timberlane**
 - Independent Inspections 1-800-422-5220

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A permit is required for any finishing work within a basement.

Required information when applying for a permit:

- Floor plan: indicating dimensions of all rooms with each room labeled for its use, finished ceiling height, total square footage of finished area, and location of any plumbing fixtures.
- Health Department Approval: for bedroom addition only
- Building Permit Application: value of construction, owner information, contractor information including electrical and plumbing license numbers as well as plumber's contractor's number

Guidelines for building a finished basement:

- Minimum Ceiling Height: Habitable rooms, hallways, corridors, bathrooms, toilet rooms, laundry rooms, and basements, shall have a ceiling height of not less than 7 feet. The required height shall be measured from the finished floor to the lowest projection from the ceiling.
Exceptions:
 1. Beams and girders spaced not less than 4 feet on center may project not more than 6 inches below the required ceiling height.
- Under stair protection: Enclosed accessible space under stairs shall be enclosed with ½" gypsum board.
- Egress windows: Basements with habitable space and every sleeping room shall have at least one openable emergency escape with a sill height of not more than 44 inches. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. Minimum net clear opening must be 5 square feet for grade floor windows. Minimum net clear opening height shall be 24 inches. Minimum net clear opening width shall be 20 inches. The window must be capable of opening without the use of a key or tool.
- Window wells: The minimum horizontal area of a window well shall be 9 square feet with a minimum horizontal projection and width of 36 inches. Window wells with a depth greater than 44 inches require a ladder. The ladder shall be permitted to encroach a maximum of 6 inches into the required dimensions of the window well. Ladders or rungs shall have an inside width of at least 12 inches, shall project at least 3 inches from the wall, and shall be spaced not more than 18 inches on center vertically for the full height of the window well.
- Protection against decay: All lumber in contact with concrete must be treated.
- Fireblocking: Fireblocking shall be provided to cut off all concealed draft openings (both horizontal and vertical) and to form a fire barrier between stories. Fireblocking shall be provided in the following locations: (1) In concealed spaces of stud walls and partitions including furred space, at the ceiling and floor level, and at 10 foot intervals both vertical and horizontal. (2) At all interconnections between concealed vertical and horizontal spaces such as soffits, drop ceilings, and cove ceilings. (3) In concealed spaces between stair stringers at the top and bottom of the run. (4) At openings around vents, pipes, and ducts at ceiling and floor level, with an approved material to resist the free passage of flame and products of combustion.

Required inspections:

- Rough-in: Before insulating, but after electrical and plumbing are roughed-in and approved.
- Insulation: Once insulation is installed, but before the installation of any coverings.
- Final: When structure is completed and electrical and plumbing final inspections have been approved, but before occupancy.