

*Checklist  
For  
Basement  
Alterations*



*Town  
of  
Marlborough*

*Building Department*

# Required Information –Basement Remodel

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- Provide existing & proposed floor plans, scale plans or provide rough measurements of the entire basement.
- Identify the proposed use of all spaces.
- Provide the locations of all HVAC equipment, utilities & electrical panels.
- Provide information on the proposed heating system.
- CO & Smoke Detectors will be required throughout the house as per the Connecticut State Building Code for existing construction.
- Provide information on addressing combustion air.
- Indicate ceiling heights, wall construction & finish.
- Wall insulation shall be min. R-10 continuous or R-13 cavity type.
- Fire blocking : R 302.11
- Ceiling height— (minimum allowed is 6' -10") R305.1
- Height under beams ducts etc.— (minimum allowed is 6'-4") R305.1

## **Basement stairway**

Headroom: 6'-6" minimum R311.7.2

Riser: 9" Maximum R311.7.4.1

Tread: 8" Minimum R311.7.4.2

Landing: 36" Minimum in direction of travel

R311.7.5

Width: 32" Minimum R311.7.1

## **Oil fired equipment**

Oil fired equipment shall have a service disconnect switch at the point of entry to the space with the oil fired equipment.

## **Electrical**

Receptacles in unfinished areas shall be GFCI Protected.

Receptacles shall be distributed accordingly

All receptacles shall be tamper resistant.

## **Town of Marlborough Fees**

Permit fee is based on total cost of materials & labor. \$12.00 per thousand with \$20.00 for the first \$1000.00

Certificate of Approval/Occupancy Fee— \$15.00

Zoning Fee—\$25.00

## **Chatham Health District Fees**

Appropriate paperwork required by the Chatham Health District must also be completed for any basement alterations.

B100a—\$40.00

Permit to discharge - \$30.00

A permit to discharge report must accompany the application, this can be obtained from whomever last pumped your septic tank. If you have not pumped it with the last 5 years, you will need to do so and obtain your pump out report to submit with your permit application.