



## TOWN OF PERINTON

1350 TURK HILL ROAD, FAIRPORT, NEW YORK 14450-8796  
(585) 223-0770, Fax: (585) 223-3629, [www.perinton.org](http://www.perinton.org)

### BUILDING PERMIT REQUIREMENTS FOR BASEMENT REMODELING

1. Provide two copies of a detailed floor plan and elevation drawing, see sample drawings on page 9 and 10. Include materials, sizes, supports, heating, and insulation. See attached guidelines.
2. An egress window and well is required, please provide a tape location or instrument survey map of the property with the outline of the egress well drawn in.
3. **Please add the property address to all paperwork submitted.**
4. Provide an estimated cost of construction.
5. The contractor must have **General Liability, Workers' Compensation and Disability Benefits** insurance on file with the Town of Perinton before a permit can be issued.  
Please call the Code Enforcement and Development Department with any questions.
6. Plan review is done by our staff prior to issuance of a building permit. After receiving the above information, this review is done in a timely manner. During busy times, the review of a minor project could take up to five days. We always try to expedite the review, but planning ahead helps us all.
7. At least 24 hours' notice is required for inspections. Required inspections are noted on the Building Permit.
1. See the current Town of Perinton fee schedule at [www.perinton.org](http://www.perinton.org) or visit the Code Enforcement and Development office in the Town Hall.
8. A Certificate of Occupancy (final inspection) is required on all permits. It is the responsibility of the person obtaining the permit to schedule this inspection. A fee of \$25.00 (plus any assessed reinspection (fees) is due before a Certificate of Occupancy is issued.

**The space cannot be used until a Certificate of Occupancy is issued.  
It is the owner's responsibility to verify a Certificate of Occupancy has been issued.**



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### GUIDELINES FOR BASEMENT REMODELING

Listed below are guidelines that should be followed to assist you in your remodeling project. Particular situations vary from job to job making each recreation room unique. Always check with the Building Department for clarifications regarding your situation.

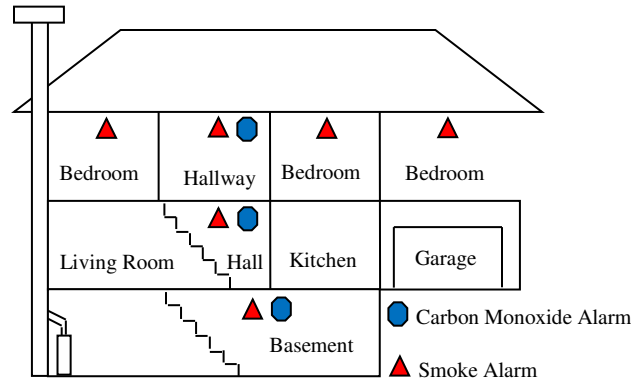
1. **Ceiling height;** Habitable space in basements must have a **minimum** ceiling height of 6 feet 8 inches above the finished floor. Beams, girders and ducts in such space may project to within 6 feet 4 inches of the finished floor. Existing finished ceiling heights in spaces in basements shall not be reduced.
2. **Minimum room area;** Habitable rooms shall have a floor area of not less than 70 square feet. Habitable rooms shall not be less than 7 feet in any horizontal dimension.
3. **Natural ventilation;** All habitable rooms shall be provided with natural ventilation of not less than 4 percent of the floor area of such rooms to provide natural ventilation to the outdoors via windows and or doors. Mechanical ventilation that provides 0.35 air changes per hour may be required to meet this requirement.
4. **Combustion air;** Where the volume of the space in which fuel-burning appliances are located is less than 50 cubic feet per 1,000 Btu, other means shall be provided to bring combustion air into the space.
5. **Smoke and Carbon Monoxide alarms;** Basement and first floor alarms must be hard wired (120 volt) with battery backup and interconnected. Alarms are also required to be on the second floor adjacent to and in each bedroom which may be battery operated.
6. **Insulation;** A moisture barrier of 6 mil plastic shall be installed against the block wall with a minimum of R-15 insulation in the framed wall.
7. **Bottom sill plate;** Must be pressure treated lumber.
8. **Heating;** Indicate location of heat runs and cold air returns.
9. **Handrails and Guardrails;** See page 4.
10. **Emergency Egress Window;** See pages 5, 6 and 7.



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### SMOKE and CARBON MONOXIDE ALARM REQUIREMENTS



Whenever interior alterations, repairs, additions or conversions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke and carbon monoxide alarms, as required for new dwellings. The required smoke and carbon monoxide alarms must be hardwired (120 volt) with battery backup and interconnected. The alarms shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exception: Where smoke and carbon monoxide alarms are missing on the second floor, newly installed smoke and carbon monoxide alarms shall be permitted to be battery operated.

**This exception only applies when there is not any work associated with the second floor.**

**Smoke alarms** are required to be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements and cellars, but not including crawl spaces and uninhabitable attics.

**Carbon monoxide alarms** are required to be installed in the following locations:

1. On any story of a dwelling unit or sleeping room where fuel-fired appliances and equipment, solid-fuel burning appliances and equipment, fireplaces or attached garages are located.

Combination smoke and carbon monoxide alarms are permitted, provided the alarm is listed for such use and has distinctly different alarm signals for smoke or carbon monoxide alarm activation.



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