



## 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 Building and Codes 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.
8. See the current Town of Perinton fee schedule at [www.perinton.org](http://www.perinton.org) or visit the Building and Codes Department in the Town Hall.
9. 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.

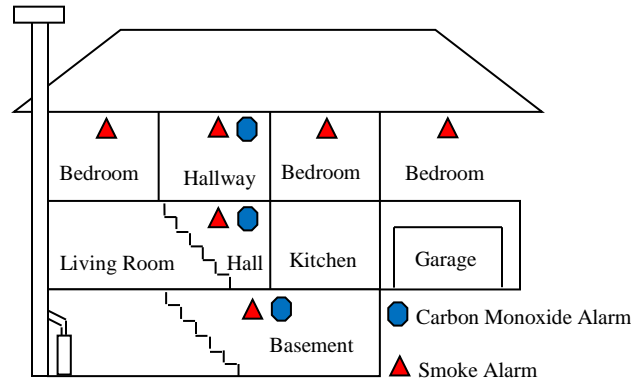
- 1. Ceiling height;** Habitable space in basements must have a **minimum** ceiling height of 6 feet 8 inches above the finished floor. Beams, girders and ducts in such space may project to within 6 feet 4 inches of the finished floor. Existing finished ceiling heights in spaces in basements shall not 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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### Guide Lines for Handrails and Guards

#### Handrails and guards are two different components.

- A **handrail** is a horizontal or sloping rail intended for grasping by the hand for guidance or support.
- A **guardrail** is a building component located at the open sides of elevated walking surfaces and stairs that minimizes the possibility of a fall from the walking surface to the level below.

#### Handrails:

1. Handrails shall be continuous on at least one side of each continuous run stairs with 4 or more risers.
2. Top of handrails shall be placed not less 34 inches or more than 38 inches above the stair nosing.
3. Handrails must be continuous the entire length of the stairs, from a point directly above the top riser to a point directly above the lowest riser and return to a wall or post.
4. Handrails shall be placed at least 1-1/2 inches from any wall or other obstruction and cannot project more than 4-1/2 inches over the stairs.
5. The handgrip area shall not be less than 1-1/4 inches or more than 2-3/4 inches in width.
  - a. **Type I:** Handrails with a circular cross section shall have an outside diameter of at least 1-1/4 inches and not greater than 2 inches. If the handrail is not circular it shall have a perimeter dimension of at least 4 inches and not greater than 6-1/4 inches with a maximum cross section dimension of 2-1/4 inches.
  - b. **Type II:** Handrails with a perimeter greater than 6-1/4 inches shall provide a graspable finger recess area on both sides of the rail. The finger recess shall begin within a distance of 3/4 inch measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch within 7/8 inch below the widest portion of the profile. This required depth shall continue for at least 3/8 inch to a level that is not less than 1-3/4 inches below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1-1/4 inches to a maximum of 2-3/4 inches. Edges shall have a minimum radius of 0.01 inch.

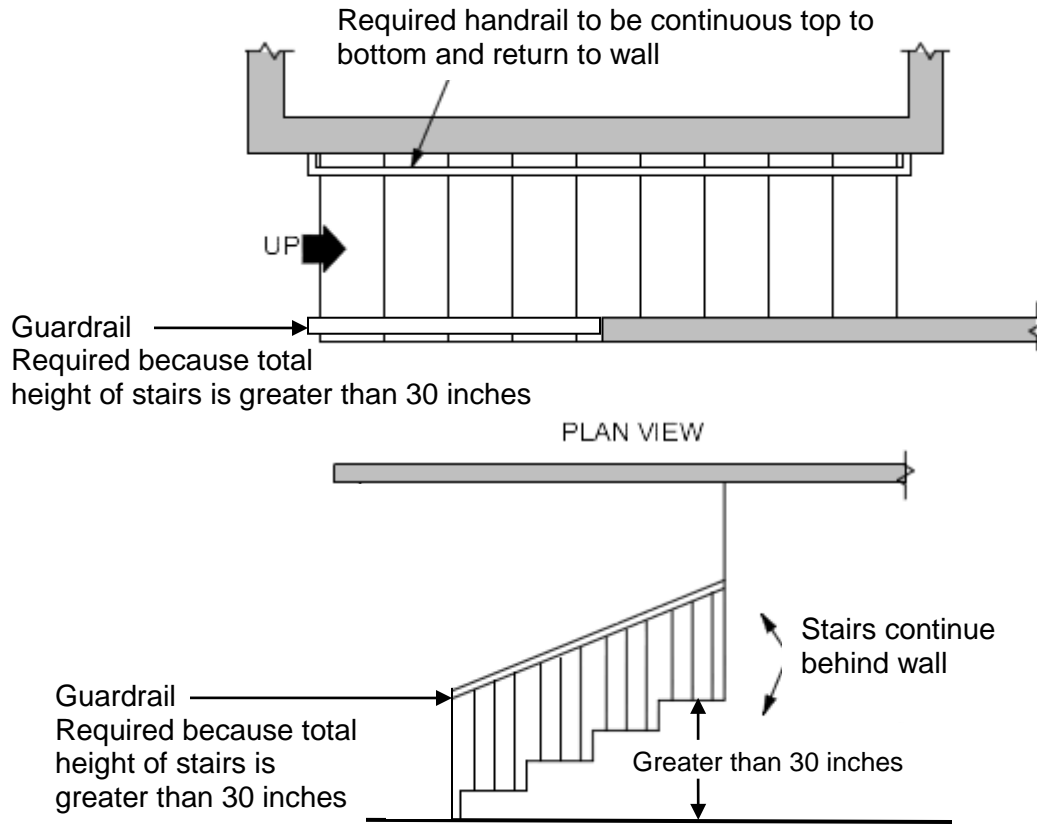
#### Guards:

1. Open sides of stairs with a total rise of more than 30 inches above the floor or grade below shall have guards not less than 34 inches in height measured vertically from the nosing of the treads.
2. The requirement for guards along open sides of stairs not only applies to the portion of a stairway that is more than 30 inches above the adjacent floor, but it also applies to any portion of a flight of stairs less than 30 inches above the floor.
3. All guards shall have intermediate rails or ornamental closures that prohibit the passage of a sphere 4 inches or more in diameter. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches cannot pass through.
4. **When designed properly, the top rail of a guard can also serve as the required handrail.**
5. See page 5.

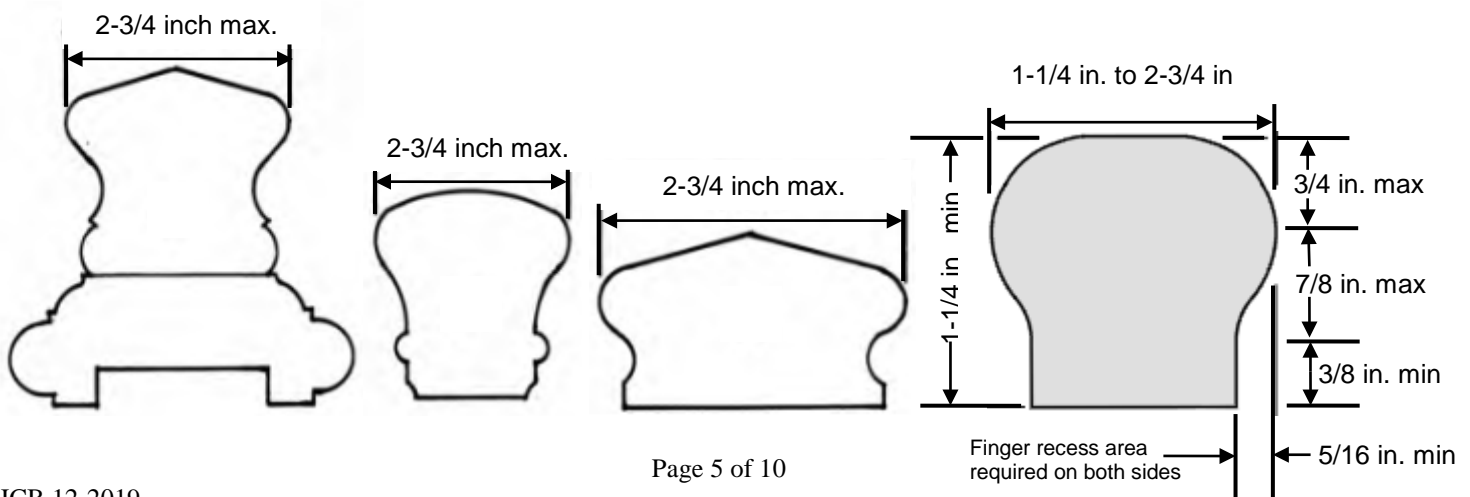


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### Handrail Profiles





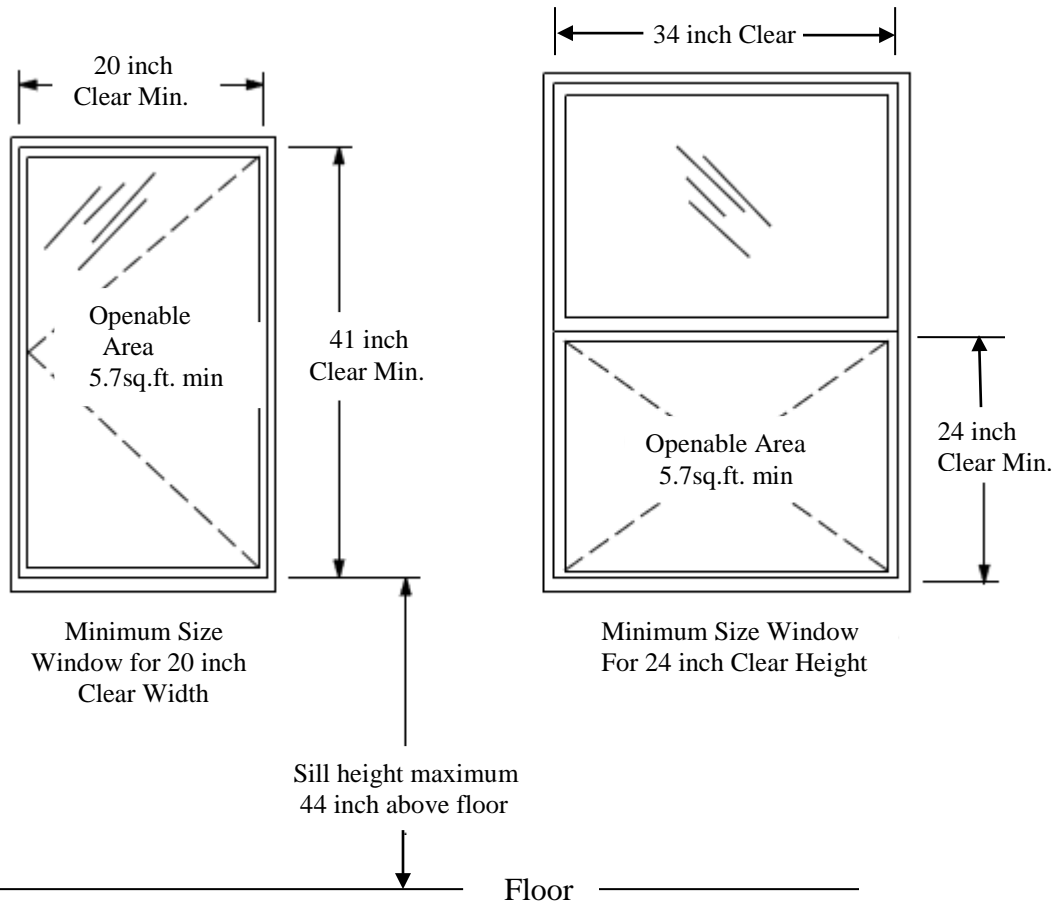
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### BASEMENT EMERGENCY ESCAPE AND RESCUE OPENINGS

Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening meeting the requirements described below. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well.

1. Minimum **“Clear Opening Area”** shall be 5.7 square feet.
2. Minimum **“Net Clear Opening Height”** shall be 24 inches.
3. Minimum **“Clear Opening Width”** shall be 20 inches. Casement windows must open a full 90 degrees.
4. Maximum **“Sill Height”** shall be 44 inches above the finish floor.
  - Steps or platforms are prohibited.
5. An operable exterior door can serve as the required opening, provided it leads directly to the outdoors and **not through a garage.**
6. See page two for window well requirements.





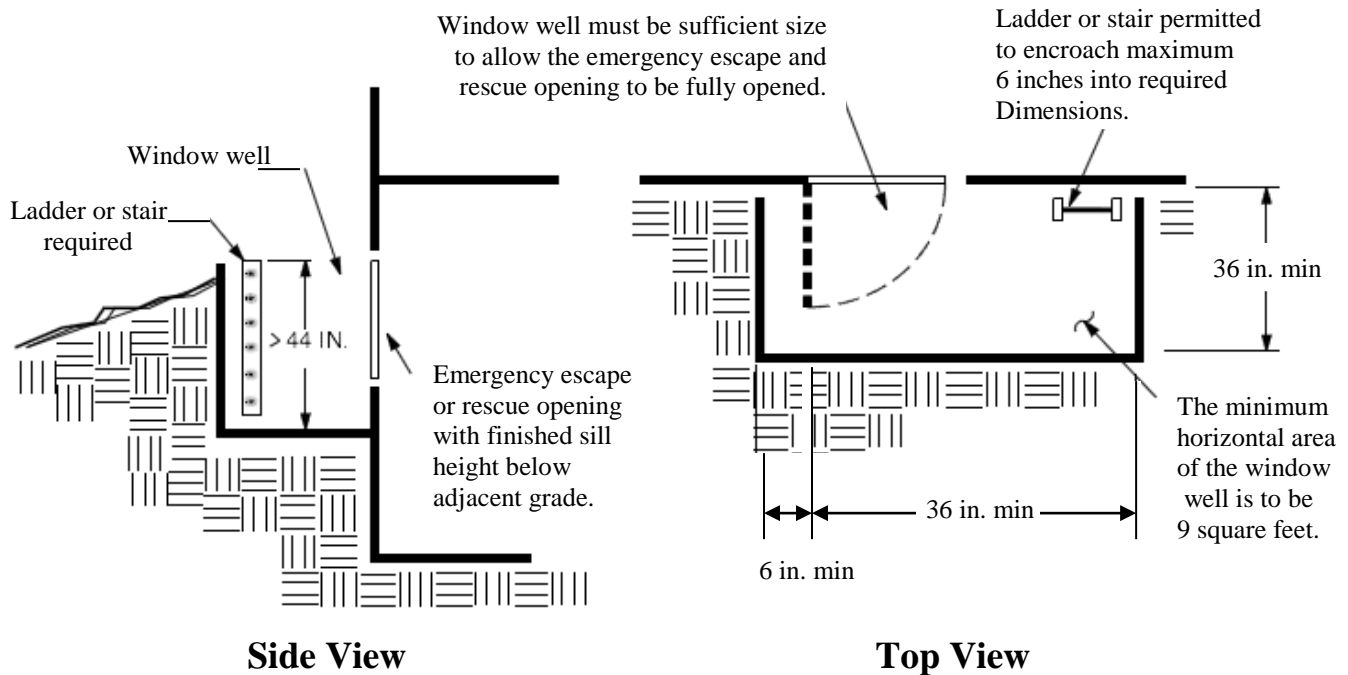
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### BASEMENT EGRESS WINDOW WELL'S

Escape and rescue windows with a finished sill height below the adjacent ground elevation shall be provided with a window well that complies with the following:

1. The minimum horizontal area of the window well shall be 9 square feet, with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened.
2. Window wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or rungs shall have an inside width of at least 12 inches and not encroach into the required dimensions of the well more than 6 inches.
3. Drainage shall be provided per the Town of Perinton specifications (see page 8).

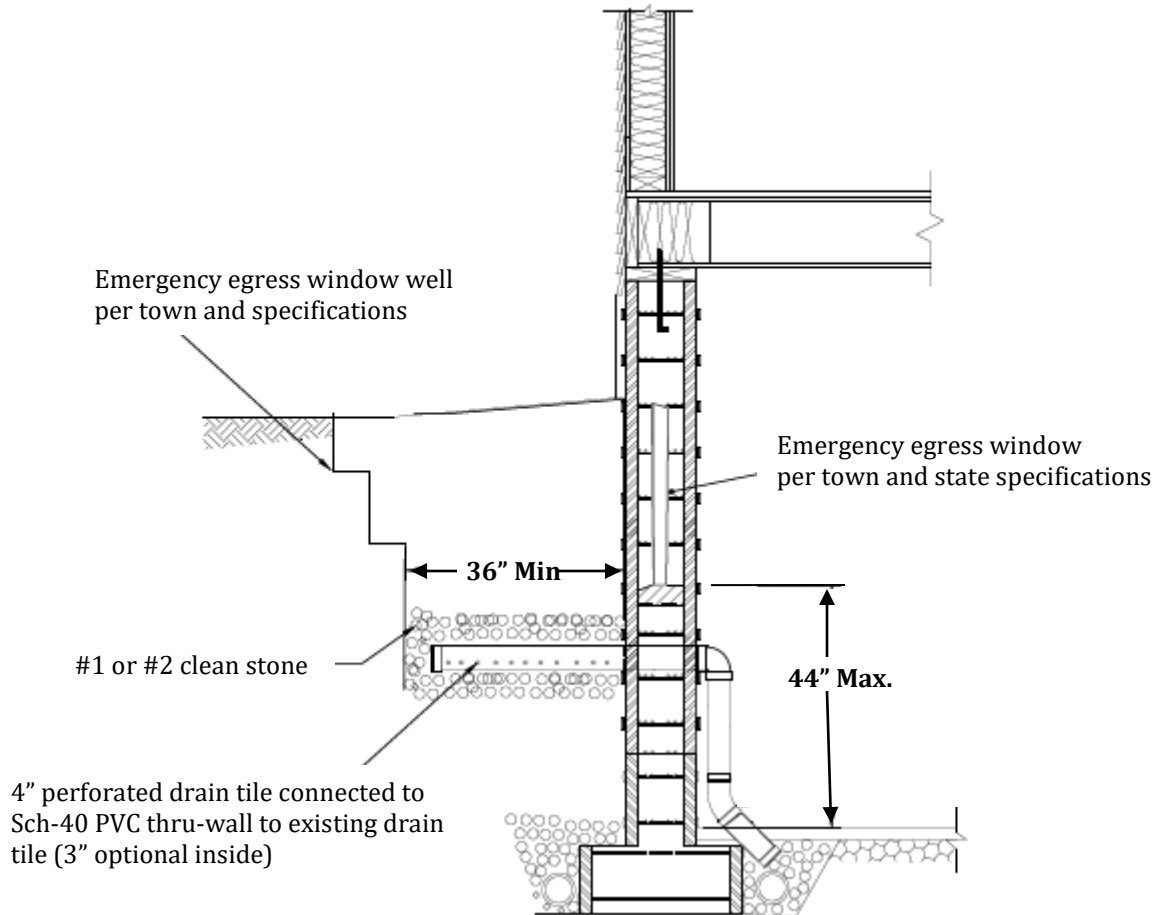




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### DRAINAGE DETAIL FOR EGRESS WINDOW WELL



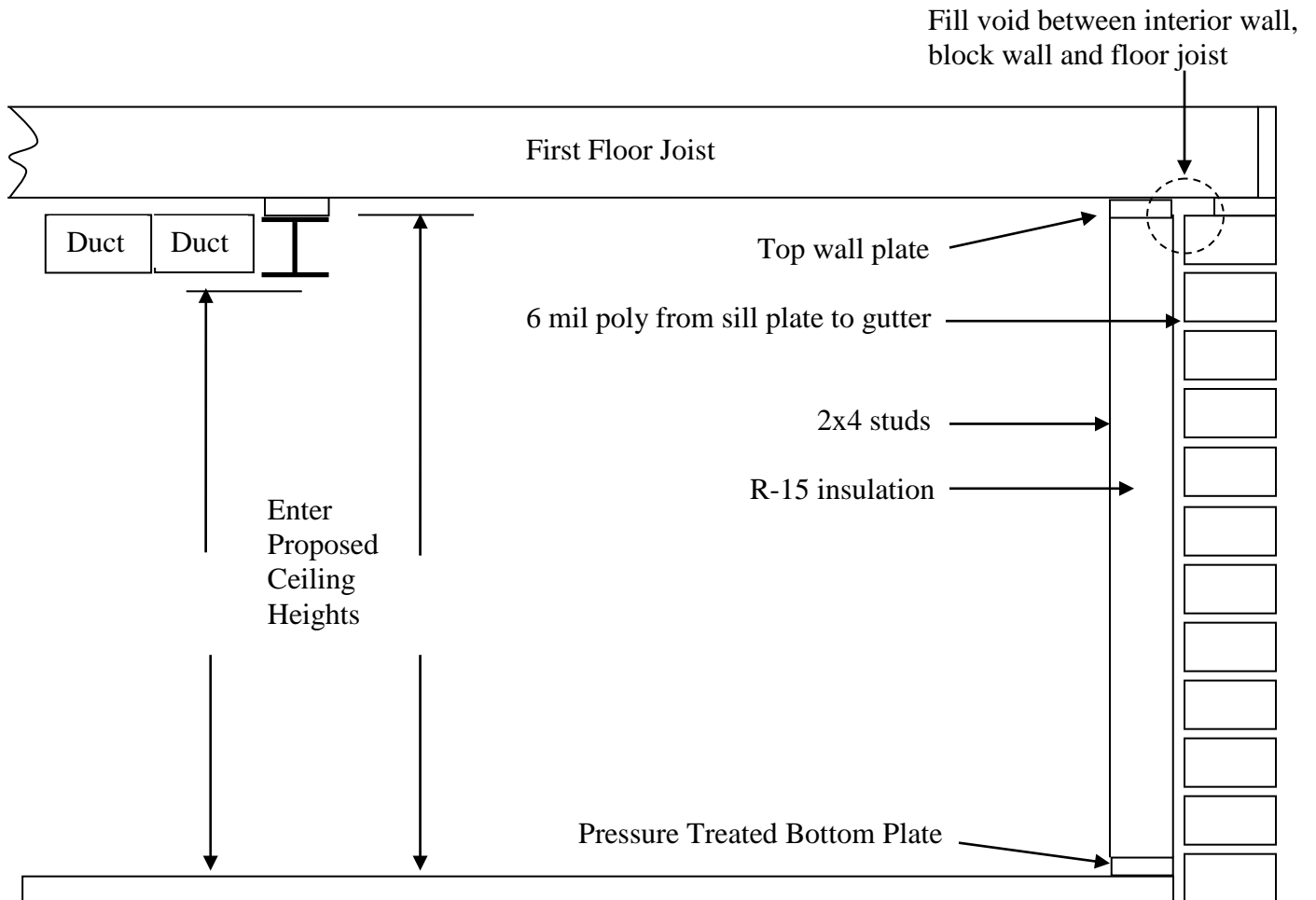




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## Typical Elevation View

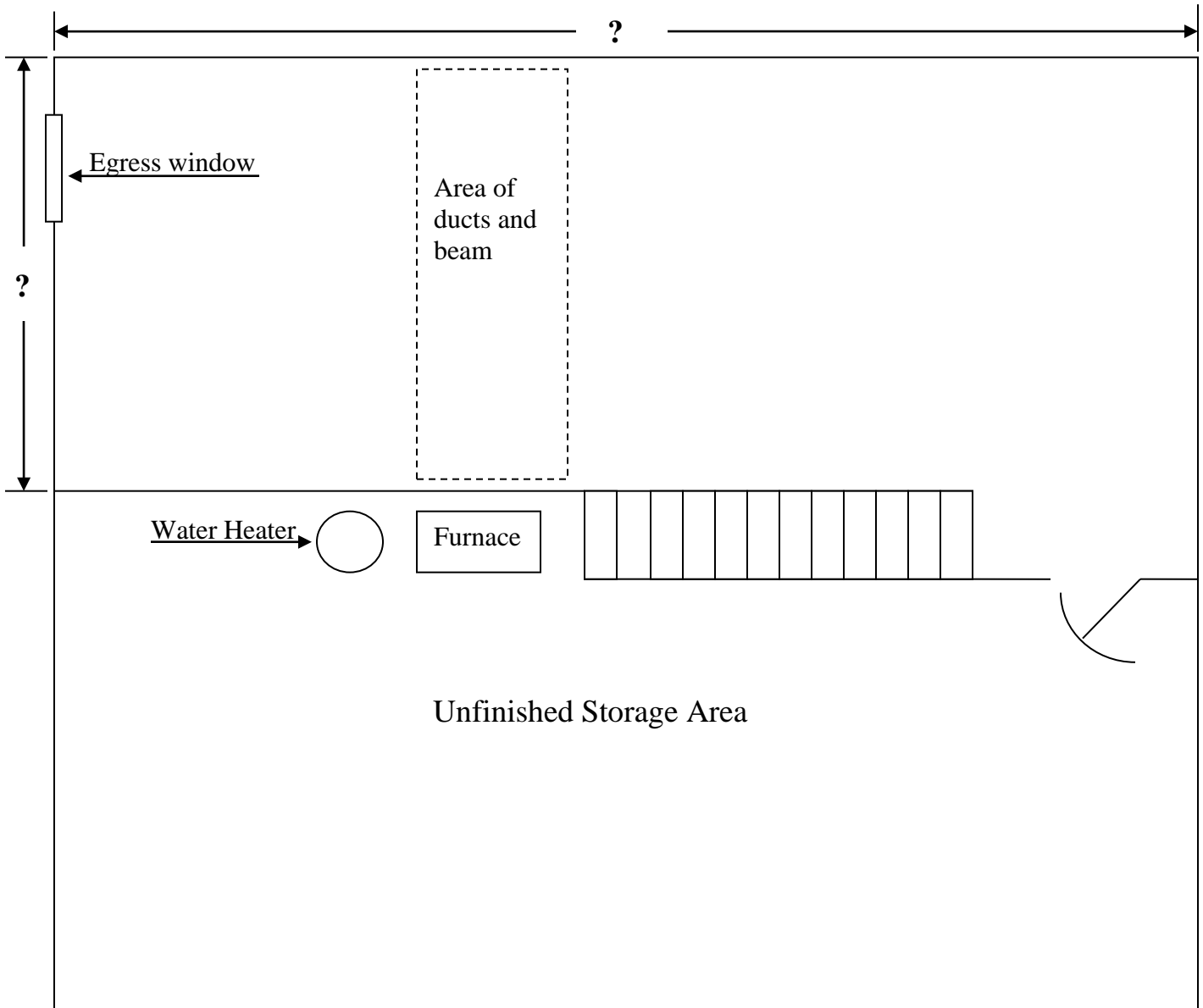




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## Typical Floor Plan View





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### Building Permit Application Information

Date: \_\_\_\_\_ Estimated cost of project: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Electric Service Info: | Voltage                    | Amperage | Phases  |
|------------------------|----------------------------|----------|---------|
|                        | Overhead or<br>Underground |          | Utility |

Two sets of plans and related documents are attached. Yes \_\_\_ No \_\_\_

For exterior projects, draw the project location on two  
copies of the property survey map. Yes \_\_\_ No \_\_\_

#### Property where work will be performed:

Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_  
(If different from above)

Owners Phone: \_\_\_\_\_

#### Contractor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Preferred contact type, check one: Phone \_\_\_ Email \_\_\_