

Finishing a Basement Checklist



Town of Apex Building Inspections and Permitting
Phone: 919-249-3418 Email: ePermit.Notify@ApexNC.org

Scope:

This document addresses a modification of an unconditioned space to a conditioned or habitable space which requires no other structural modification. Unless noted on the plan it is assumed that the current existing area of the proposed alteration meets the current code for floor loading, exiting, stairs, landings, etc.

Document Requirements (forms are available here: <https://www.apexnc.org/188/FormsApplications>)

1. \$100 Plan Review Fee (required)
2. 1 copy of a completed 1-2 Family Dwelling Permit Application.
3. 1 copy of the floor plan of the complete unfinished area drawn to a ¼" to 1'-0" scale.(example on page 2) ***The drawing should include the following information:***
 - a. Indicate the portion of the space to be modified.
 - b. The use of the new room or rooms.
 - c. The overall dimensions of the space and the dimensions of the new work.
 - d. The name and address of the person designing the plan.
 - e. Wall construction description. Insulate per Code.
 - f. If sleeping rooms are designated, include the following notes on the plan:
 - i. Emergency egress meeting the requirements of the North Carolina Residential Building Code, Section R310 will be provided.
 - ii. Smoke detectors, carbon monoxide alarms, and Arc Fault protection meeting the requirements of the North Carolina Residential Code section R314, R315, and the National Electrical Code section 210.12 shall be provided.
4. 1 copy of Workers Compensation Compliance Verification (cost >\$40,000).
5. 1 copy of Certificate of Insurance (cost >\$40,000). Certificate holder is Town of Apex, 73 Hunter St, Apex NC 27502
6. 1 copy of Owner Exception Questionnaire (if applicable)

Plan Check Requirements: (Apex Plans Examiner)

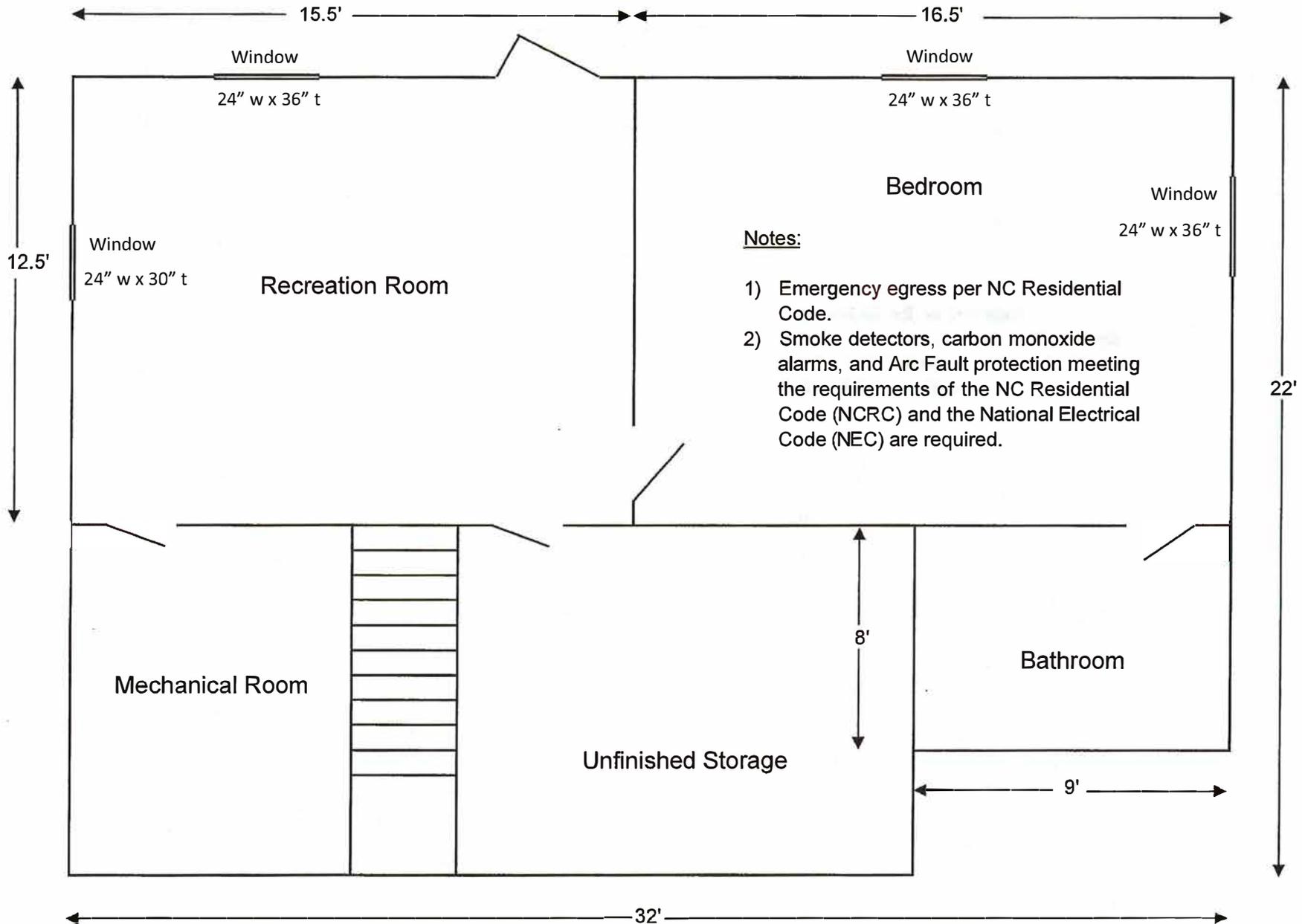
1. Verify the required notes if the room is to be used for sleeping purposes.
2. Calculate the gross square feet of the area to be modified.

Inspections:

1. Rough-in: To be scheduled when all the rough framing, electrical, mechanical, plumbing, and fire stopping is complete but before the installation of any insulating materials.
2. Insulation: Insulation may be installed only after the rough-in inspection has been approved and permission to insulate has been given in writing. This inspection to be scheduled when all required insulation has been installed, but before any portion of the insulation is covered.
3. Final: To be scheduled after all work (wall coverings, building, electrical, mechanical, and plumbing systems, etc.) is complete.

John Q. Public
100 N. Main St.
Apex, NC

SAMPLE
SEE THE LATEST EDITION OF THE
NORTH CAROLINA RESIDENTIAL CODE



Notes:

- 1) Emergency egress per NC Residential Code.
- 2) Smoke detectors, carbon monoxide alarms, and Arc Fault protection meeting the requirements of the NC Residential Code (NCR) and the National Electrical Code (NEC) are required.