

Clinton Township Building Department
1225 Route 31 South, Suite 411
Lebanon, NJ 08833
Phone: (908) 735-8800, ext. 258, 252
Fax: (908) 735-7346

SAMPLE GUIDELINES AND REQUIREMENTS FOR FINISHED BASEMENTS

PRIOR APPROVALS REQUIRED BEFORE SUBMITTING TO BUILDING DEPARTMENT:

County of Hunterdon Department of Health (if septic & well), (908) 788-1351,
only if remodeling includes a bedroom

Complete the following forms and technical sections as applicable:

- a. Construction permit application folder
- b. Building Subcode technical section
- c. Electrical Subcode technical section*
- d. Plumbing Subcode technical section*
- e. Fire Subcode technical section*
- f. Mechanical Subcode technical section*

***NOTE: If anyone other than the homeowner performs the Electrical or Plumbing work, the applicable technical section MUST BE SEALED by the contractor who is performing the work.**

Submit two sets of scaled drawings. All drawings should indicate owner's name, address of job site, block and lot number. A homeowner may draw and sign the plans if they are occupant of said property. If not, the drawings must be done by a New Jersey licensed Architect.

The drawings must include the following information:

- a. Show entire basement floor plan, indicating partitions, doors, windows, stairways, guardrails, handrails, closets, columns, electric layout, heating layout, furnace, hot water heater, chimney, floor covering, smoke detectors/carbon monoxide detectors.
- b. Show wall cross section, indicating stud sizes, stud spacing, fire stopping, insulation, wall covering materials, and ceiling material.

A room in the basement may not be used as a bedroom unless the room has two means of egress, an approved door, directly to the outside, or a means of egress window.

Guardrails on sides of stairways with three or more risers to be 34" to 38" in height measured vertically from leading edge of tread. The guardrail shall be constructed so that a sphere with a diameter of 4 inches cannot pass through the balusters. Guardrail shall be designed and constructed for a concentrated load of 200 pounds applied at any point and in any direction along the top railing member. The in-fill area of a guardrail system shall be designed and constructed for a horizontal load of 200 pounds applied along one square foot area at any point in the system, including intermediate rails or other elements serving this purpose.

A stairway with three or more risers requires a handrail. All stairway handrails shall have a circular cross section with an outside diameter of at least 1 ¼ inches and not greater than 2 5/8 inches. Handrails are to be smooth and free of any sharp edges or splinters. All handrail ends shall be returned to a wall or post. Other shapes that provide the same grip are permissible. A handrail and any wall or other surface adjacent to the handrail shall be free of any sharp or abrasive elements. The clear space between the handrail and adjacent wall or surface shall not be less than 1 ½ inches. Edges shall have a minimum radius of 1/8 of an inch. Handrails shall not be less than 34 inches nor more than 38 inches, measured vertically, above the leading edge of the treads.

Combustion air is required to keep your furnace and hot water heater burning properly. Consult the manufacturer's instruction manual. The minimum combustion air which must be provided is 50 cubic feet per 1,000 BTU.

Clearance to combustibles must be maintained for the equipment and the venting. Consult the manufacturer's instructions.

Every space intended for human occupancy shall be ventilated by natural or mechanical means.

Natural ventilation: The minimum open area to the outdoors shall be 4 percent of the floor area being ventilated. If natural ventilation cannot be accomplished, mechanical ventilation shall be provided or a combination of both natural and mechanical ventilation can be used.

Interior finish to be not less than class III material which has a maximum flame spread between 76-200 and smoke developed rating not greater than 450. Check packaging of material to be used for specifications. For paneling the label is on the back. Finished materials less than 1 ¼ of an inch must be installed directly against a 3/8 inch sheet rock minimum.