



**Polk County Public Works**  
 5885 NE 14<sup>th</sup> Street  
 Des Moines, IA 50313  
 (515) 286-3352

**Finished Basement Permit Application and Checklist**

PLEASE PRINT

JOB SITE ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

What will the proposed finished basement be used for? (family room, office, bedroom, bathroom, etc.)

\_\_\_\_\_

Area of basement to be finished (dimensions)? In total square feet \_\_\_\_\_

Valuation of proposed improvements \_\_\_\_\_

Are you adding bedrooms? Y / N (If yes see Emergency Egress Windows sheet)

# of bedrooms added \_\_\_\_\_ + existing # of bedrooms in house \_\_\_\_\_ = Total # of bedrooms in house \_\_\_\_\_

Is the property on septic system? Y / N

(If yes and also adding new bedrooms a new or expanded septic system may be required Please contact Public Works a 286-3705 to find out the requirements and capacity of your current system.)

Additional Information (if any) \_\_\_\_\_

Checklist of items to be filled out or completed prior to submitting application packet

\_\_\_\_\_ Finished Basement Permit Application and checklist

\_\_\_\_\_ Floor plan layout of basement

- **No construction shall start until the permit is issued.**
- **All work must be permitted prior to inspections.**
- **Unresolved Zoning, Subdivision, Floodplain, Health items may delay the issuance of any permit. No structure should be used or occupied until the certificate of occupancy is issued.**
- **If an electrical, plumbing or mechanical permit is needed they must be applied for separately.**

Contractor/ Owner/Applicant Statement:

I have included all of the above checked items and I understand that that all the items listed above must be reviewed and fees paid before a permit will be issued. I further understand that construction work cannot begin until the building permit has been issued. All the information supplied by me is true and correct to the best of my knowledge and belief.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone# \_\_\_\_\_

(Permit will be sent to email address provided)

## Emergency Egress Windows



### Window wells

The minimum clear horizontal dimensions shall allow the window to be fully opened and provide a minimum accessible net clear opening of 9 square feet with minimum dimensions of 36 inches.

Exception:

1) Ladders or steps shall be permitted to encroach a maximum of 6 inches into the required dimensions of the window well.

### Ladders and Steps

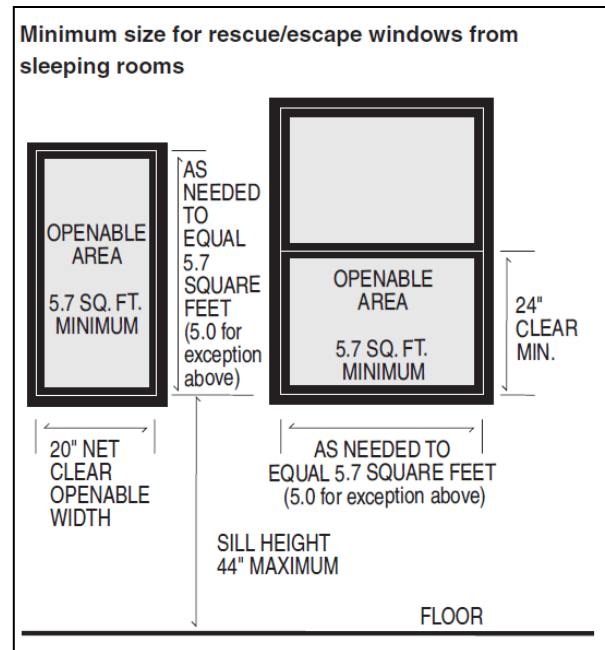
Window wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or steps that are usable with the window in the fully open position. Ladders or rungs shall have an inside dimension of at least 12 inches. They must project at least 3 inches from the wall and be spaced not more than 18 inches o.c. vertically for the full height of the window well.

### Basement bedroom/ sleeping room requirements

All basements, habitable attics, and sleeping rooms shall have at least one egress window (see illustration) meeting all these requirements:

- Sill height not more than 44 inches above floor.
- Openable area not less than 5.7 square feet\* (820 sq inches)
- Opening height not less than 24 inches.
- Opening width not less than 20 inches.

\* Exception: Openings located where the sill height is not more than 44 inches above or below adjacent grade level shall have a minimum net clear opening of 5.0 square feet.



### Minimum access

36 inches measured horizontally from the foundation wall to the well and 36 inches measured horizontally from well wall to well wall. Note 3 foot by 3 foot wells will NOT provide the required access for casement windows.

### Emergency escape windows under decks and porches

Emergency escape windows are allowed to be installed under decks and porches provided the location of the deck allows the emergency escape window to be fully opened and provides a path not less than 36 inches in height to a yard or court.

