



Polk County Public Works
5885 NE 14th Street
Des Moines, IA 50313
publicworks@polkcountyia.gov
515-286-3705

Permit # \_\_\_\_\_

Finished Basement or Interior Remodel Permit Application and Checklist

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

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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

EMAIL: \_\_\_\_\_

Area of basement to be finished (dimensions): \_\_\_\_\_ X \_\_\_\_\_ Total square feet: \_\_\_\_\_

Valuation of proposed improvements of interior remodel: \_\_\_\_\_

What will the proposed space be used for? (family room, office, bedroom, bathroom, etc.): \_\_\_\_\_

Are you adding bedrooms? YES/NO

\*If yes, see emergency egress windows information sheet

# of bedrooms to be added: \_\_\_\_\_ + existing # of bedrooms in home: \_\_\_\_\_ = Total number of bedrooms: \_\_\_\_\_

Is the property on a septic system? YES/NO

\*If yes and adding new bedrooms, a new or expanded septic system may be required. If a new system is needed, or the current system needs expanded, you must have a contractor licensed with Polk County; complete the application for Onsite Wastewater Treatment Disposal System. Please contact Public Works at 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 or interior remodel permit application and checklist

\_\_\_\_\_ Detailed floor plan layout drawing

-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/use is issued.

--All electrical, mechanical, or plumbing permits must be applied for separately by a state licensed contractor.

Contractor/Owner/Applicant Statement:

Work must commence within 180 days from permit issuance date, and be completed and inspected within one year from the permit issuance date, or the building permit will be null and void. I understand all work must be inspected and approved by Polk County prior to concealing any installation and that I must call for a final inspection. I further understand that a Certificate of Occupancy/Use is required in accordance with applicable codes and ordinances.

I have included all of the above checked items and I understand 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 information supplied by me is true and correct, and to the best of my knowledge and belief.

I affirm I am the owner or licensed contractor of this property. I hereby acknowledge that I have read this permit and state that the information is correct, and agree to comply with all ordinances and state and federal laws regulating activities covered by this permit.

\*Please allow 5-7 business days for permit review and approval

Print Name Signature Date



## 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

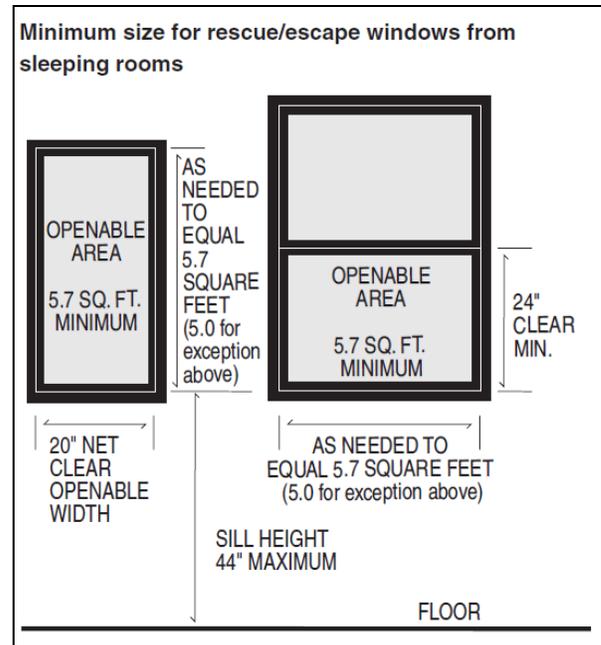
Window wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or steps that are usable with the window in the fully open position. Ladders or rungs shall have an inside dimension of at least 12 inches. They must project at least 3 inches from 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.
- Operable 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.

