



## TOWN OF NISKAYUNA BASEMENT FINISHING REQUIREMENTS

One Niskayuna Circle  
Niskayuna, New York 12309  
Phone: (518) 386-4522 Fax: (518) 386-4592  
Email: [building@niskayuna.org](mailto:building@niskayuna.org)

A building permit is required. Proof of insurance is required. Please review our **Insurance Requirements** document to ensure contractors and homeowners have filed all appropriate documents with the Building Department.

### BUILDING CODE AND ZONING ORDINANCE REQUIREMENTS

1. Provide plans to finish a basement as directed by the supplemental information below. Plans should be on either 8-1/2 x 11 or 11 x 17 paper. Plans from a home improvement center or lumberyard may be acceptable if sufficient detail is provided.
2. Smoke detectors are required for the entire house when remodeling or finishing a basement. Smoke detectors must be in each bedroom, in corridors leading to bedrooms and on every level of the home. Smoke detectors must be hard wired with battery backup in the newly remodeled areas. Smoke detectors in existing areas may be solely battery powered. Smoke detectors should be interconnected if possible.
3. At least one carbon monoxide detector is required in the immediate vicinity of bedrooms on the lowest floor level of the house containing a bedroom.
4. At least one code conforming emergency escape window or door is required for habitable space in a basement.
5. In addition, every sleeping room must have at least one escape opening with the following dimensions:
  - a. Width - 20'' minimum clear opening
  - b. Height - 24'' minimum clear opening
  - c. Total opening - 5.7 square feet minimum (5.0 square feet may apply)
  - d. Sill height - not more than 44'' above the floor
  - e. Exit windows under the decks, overhangs, etc. must have a minimum 36'' clearance above the grade.
6. Bathrooms must have an exhaust fan connected directly to the outside.
7. Habitable rooms must have window area equal to 8% of the floor area with 1/2 openable. Artificial light and mechanical ventilation may be allowed where windows are not required for emergency escape.
8. The walls and soffits of enclosed usable space under the stairs and landing must be fire protected with a minimum of 1/2'' sheetrock.
9. Fireblock all soffits, under bathtub, at top and bottom of wall plates, and other locations such as holes for pipes and similar places which could afford a passage for flames.
10. Use treated or rot resistant plates on concrete floors.
11. Foundation walls should be insulated on the entire foundation wall. Buildings with insulation on the exterior side of foundation walls may not require interior insulation to be added.
12. Foam insulation must be covered by a minimum of 1/2" of sheetrock.
13. The centerline of a toilet must be at least 15" from a wall or fixture. There must be a clear space in front of a toilet at least 30" wide by 21" away.
14. The minimum size of a shower stall is 30" x 30" with 24" clear space in front of the opening.
15. Furnace, water heater, electrical panel, water meter, sump pump, and all shut-offs must have clear access space provided.
16. Plumbing work requires a separate plumbing permit to be secured by a Town licensed plumber.
17. The Building Inspector will inspect minor heating alterations at the time of the framing inspection.
18. Electrical work (if applicable) requires permits and inspections through any of the Town approved electrical inspectors. See the list of approved electrical inspectors on our website.
19. Post the building permit card in a convenient place for the inspectors to sign. Call for inspections as indicated on the building permit card.

## BASEMENT FINISH SUPPLEMENT TO PERMIT APPLICATION

Plans (three sets) and all the following information are required with basement finishing permit applications.

1. Show size of area to be finished and all dimensions on plan.
2. Show location of all walls on plan; both those that are existing and those to be added.
3. Show use of rooms on plan (i.e. Family Room, Bedroom, Bathroom, Den).
4. Total square footage of finished basement area \_\_\_\_\_ Ceiling height \_\_\_\_\_
5. Window information (show location on plan).
  - Window A \_\_\_\_\_
  - Window B \_\_\_\_\_
  - Window C \_\_\_\_\_
  - Other windows or doors \_\_\_\_\_
6. Exterior wall construction.
  - Size of studs / furring strips \_\_\_\_\_
  - Spacing of studs / furring strips \_\_\_\_\_
  - Type and thickness of insulation \_\_\_\_\_
  - Vapor barrier (i.e. 4 or 6 mil polyethylene) \_\_\_\_\_
  - Wall covering (i.e. ½" sheetrock) \_\_\_\_\_
7. Interior wall construction.
  - Size of studs \_\_\_\_\_
  - Spacing of studs \_\_\_\_\_
  - Wall covering (i.e. ½" sheetrock) \_\_\_\_\_
8. Ceiling covering (i.e. ½" or 5/8" sheetrock) \_\_\_\_\_
9. Ceiling framing: type \_\_\_\_\_ size \_\_\_\_\_ spacing \_\_\_\_\_
10. Floor covering (i.e. carpet or wood) \_\_\_\_\_
11. Smoke and carbon monoxide detector location (show on plan) \_\_\_\_\_
12. Plumbing to be installed (check one)

none	¾ or full baths on existing rough in
½ bath on existing rough-in	¾ or full bath including new rough in
½ bath including new rough in	Other (please specify) _____
13. Heating to be installed (check one)
  - Extend supply and returns
  - Use existing but no changes
  - Other (please specify) \_\_\_\_\_
14. Type and number of fireplaces to be added \_\_\_\_\_

Address \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_