

# VILLAGE OF BROOKFIELD

Building Department -- 8820 Brookfield Avenue, Brookfield, IL 60513 -- 708-485-7344 x 3

## Basement Remodel Checklist

Property Address: \_\_\_\_\_, Brookfield, IL 60513

Contact Person: \_\_\_\_\_ Best Contact Number: \_\_\_\_\_

The following items must be submitted with the permit paperwork:

- **Construction Documents:** You will need to submit 3 (three) set of plans.
- **Cover Sheet**
  - o There must be a cover sheet with the drawings that include the current codes.
  - o Must include the property address and a detailed description of the work.
- **Energy Analysis:** New windows must have a U Factor rating .30 or less with insulation R-15.
- **Water Service** Size Calculation Worksheet and Fixture Count according to the Illinois State Plumbing Code if a bathroom is being added.
- **Drywall**
  - o Install 5/8 Type X on all walls and ceilings.
- **Floor Plans**
  - o Floor plans must be to scale.
  - o Include room/space names, full dimensions, detail references, door and window tags, egress windows labeled, etc.
- **Structural Framing**
  - o Indicate on the plans all header sizes and spans.
  - o If using a masonry design, show the size of the proposed lintels.
- **Exterior Elevations**
  - o Windowsill height from finished floor for egress windows
  - o Details regarding emergency escape window wells and distance from the property lines
- **Stair Plans and Details**
  - o Fully dimensioned width, landing depths, riser, treads, winders, handrails, guardrails, railing spindles, etc per 311.7.1 and 312.1.
- **Light and Vent Schedule**
  - o Light minimum 8% of floor area
  - o Outdoor air minimum 4% of floor area
- **Building/Wall Section**
  - o Label all framing details and insulation.
  - o Height of basement and the type of ceiling material being used.
- **Electrical Plans** must include the following: panel locations, size of service and specifications and all lighting, outlets and switches must be shown.
- **Mechanical Plans** must include the following: Supply, return, exhaust, equipment, location and CFMs supplied, manuals S, J & D if installing a new furnace and duct work.
- **Plumbing Plans** must include the following: Riser diagrams, ejector basin and sump pump locations, drain tile as applicable, ISO drawings, etc.

**2021 International Residential Code R310.7- alterations or repairs of existing basements.**

New sleeping rooms created in an *existing basement* shall be provided with *emergency escape and rescue openings* in accordance with Section R310.1. Other than new sleeping rooms, where existing basements undergo alterations or repairs, an *emergency escape and rescue opening* is not required.

The Village of Brookfield has adopted the following codes:

- |   |  |
|---|--|
| 2021 International Residential Code           | 2023 National Electrical Code                |
| 2021 International Building Code              | 2021 International Fuel Gas Code             |
| 2021 International Mechanical Code            | 2021 International Energy Conservation Code  |
| 2021 NFPA 101 Life Safety Code                | 2021 International Fire Code                 |
| State of Illinois Plumbing Code               | 2021 International Existing Building Code    |
| 2021 International Swimming Pool and Spa Code | Brookfield Village Code local amendments     |
|   | 2021 International Property Maintenance Code |

Please access the Village Code at [www.brookfieldil.gov](http://www.brookfieldil.gov) for all local amendments to the codes.

**Work done without a permit is subject to triple the permit fee.**

All contractors listed on this permit must be registered with the Village. Please see and complete the Contractor Registration Application for required registration documents and information. **Any contractors working without registering with the Village of Brookfield are subject to a fine up to \$750 and/or a stop work order.**

Permitted construction work may only be done during the following hours:

- Monday through Friday: 7:30am to 7:00pm
- Saturdays: 8:00am to 6:00pm
- Sundays and Holidays: 9:00am to 5:00pm

Contact Information:

Village of Brookfield – Building Department  
8820 Brookfield Avenue  
Brookfield, IL 60513

Website: [www.brookfieldil.gov](http://www.brookfieldil.gov)  
Email: [permits@brookfieldil.gov](mailto:permits@brookfieldil.gov)  
Phone: 708.485.7344 x3