

FOLLOW THESE 6 STEPS...

1 Obtain a permit application. You need a Land Use Permit to finish your basement or install an egress window if the value of materials and labor is over a certain value. You can pick up a permit application at the Town Hall (corner of Hwy 114 & State Park Road).

2 Turn in your completed application, building plan, and \$100 fee to the Planner at the Town Hall. The building plan should be on a separate 8-1/2" x 11" drawing. The building plan should show the entire basement, indicating both finished and unfinished spaces or rooms, and each room's or space's dimensions.

Note: If a room in the basement is to be used as a bedroom, additional codes apply. Contact the Town Building Inspector for further information.

3 Staff will review your application while you wait for simple projects. More complex projects may take longer. If approved, staff will issue the Land Use

Permit, which may include conditions of approval.

4 You must also apply for and receive a Town Building Permit. For more information, call the Town Building Inspector at 920.989.2924

5 Start the work that the permit was issued for. Be sure to display the permit where it can be seen from the street for the duration of construction.

6 Call for inspection. When the Town Building Permit is issued, the Building Inspector will tell you when inspections are required and the phone number to call to request inspections. It is your responsibility to schedule an inspection.

Typical basement finish inspections include:

- Rough-Ins (building, electrical, HVAC, plumbing)
- Insulation
- Final Inspection for Occupancy

If any work does not pass inspection, it must be corrected and reinspected.

Still have questions?

Contact the Town Planner using one of the methods on the back of this brochure or the Town Building Inspector at 920.989.2924.

For more information:

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FINISHING YOUR BASEMENT

This brochure is intended to be a guide and does not supersede any rules, regulations, ordinances, or statutes.

