



# **Village of Woodridge**

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Community Development Department – Five Plaza Drive – Woodridge, IL 60517-5014  
(630)719-4750 – TTY (630)719-2497 – FAX (630)719-2900

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## **BASEMENT BUILDOUT GUIDELINES**

To the Finished Basement Permit Applicant:

The Village of Woodridge requires that a building permit be submitted for any construction that is to be done in the basement. On the attached sheet are items that must be submitted with your completed permit application.

Required inspections for such a basement buildout are as follows: Underground Plumbing (if applicable), Rough Plumbing (if applicable), Rough Framing, Rough Electric (once all wires are pulled), Insulation, Final Building, and Final Electric. These inspections must be scheduled twenty-four (24) hours in advance by calling the Building and Zoning Department at 630-719-4750. Keep in mind that our plumbing inspector works evenings and arrangements will have to be made accordingly.

Please allow up to ten (10) business days for your application to be processed. You will be notified by our office as to the cost of the permit after it has been processed and approved.

We understand that you are about to make a significant investment into your home and we are willing to answer any questions you may have in regards to the construction process. Feel free to contact our office and talk to an inspector regarding any questions or concerns you may have in regards to basement buildouts.

Sincerely,

The Community Development Department Staff  
Village of Woodridge



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1. Submit two (2) sets of the proposed construction drawn to scale.
2. Indicate the location of all electrical devices with universal electrical symbols.  
\$ = Switch    O = Receptacle    ⊕ = Light Fixture    ⊗ = Smoke Detector
3. Submit wall cross section indicating air separation from foundation wall, stud dimensions and spacing, decay resistant bottom sill, insulation to be used, and finished wall material.
4. Indicate location of existing windows including the escape window, if applicable.
5. Minimum door sizes are as follows: 2'4" for bathrooms, 2'6" for habitable rooms, 2'8" for service entrance doors into mechanical rooms.
6. Absolutely no vapor barrier is to be installed within the wall construction.
7. Indicate finished ceiling height.
8. Indicate finished ceiling material. Take note that electrical junction boxes must remain accessible.
9. Conduit is to be used for electrical system. Non-metallic sheathed cable (Romex) and BX cable not allowed.
10. A GFI protected receptacle will be required in the unfinished portion of the basement if one is not already installed.
11. Indicate combustion air source for furnace and water heater, unless both are sealed combustion units (90% efficient units).
12. Indicate location for new supply and return air registers.
13. All bathroom and wet bar countertop receptacles must be GFI protected.
14. Mechanical ventilation is required to be installed in bathrooms and must be a direct vent to the exterior.
15. Under stair closets and/or storage areas must have 5/8" fire rated drywall installed.
16. Any light fixtures installed in non-walk in closets must be fluorescent.
17. 110v smoke detectors wired in series with battery backup are required to be installed in all bedrooms, each floor level, in the finished basement area, and in the unfinished basement area.
18. Basement bedrooms must have a smoke detector and escape window within the room.
19. Dedicated circuits must be maintained for the sump pump, ejector pump, and furnace.
20. All necessary clean-outs for sewer systems must remain accessible.