

TOWN OF CORTLANDT

DEPARTMENT OF TECHNICAL SERVICES

Code Enforcement Division

Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567

914-734-1010 FAX 914-293-0991

<http://www.townofcortlandt.com>

e-mail: code@townofcortlandt.com

Finished Basement Permit Information

Copy of survey to scale sealed by surveyor

Two (2) sets of building plans by a Design Professional (Architect or Engineer)

The drawings must be to scale and the following must be included on your drawings for a permit.

Show as a minimum, the following items:

- Current Town Geographic and Climatic Design Criteria.
- Height from finished floor to finished ceiling
- Height from finished floor to bottom of all girders, ducts, etc.
- Show location of windows, doors and/or stairs for egress.
- Height from finished floor to bottom of window sill.
- Note or list the square footage of each room and total square footage for each floor.
- Treads, Riser height, Min. Stairway Headroom, Stairway width, Handrails, Minimum clear width of stairway. Show information to confirm handrails are compliant with the Code; Cross-section, returns, attachment method and spacing.
- Show width and height of doors.
- Show window sizes. Size of glazing and clear opening.
- Document required and proposed light and ventilation. Show how compliance is met per Code requirements. If mechanical ventilation is required or proposed it shall be sized to meet SF of the work area.
- Emergency escape and rescue opening(s) when required.
- Verify ½" gypsum board exists under stair and on walls.
- Window well, when required, shall detail all components including but not limited to stairs or steps as required.
- Show how walls are framed (size and type of studs and spacing).
- Show compliance with the Energy Code.
- Smoke Alarms and Carbon Monoxide Detectors installed per the Codes.
- Details for method(s) to provide compliant combustion air for mechanical equipment.
- Zoning Bulk Table noting required/allowed, existing, and proposed.

It is noted the information above is not necessarily a complete list of items or information required to demonstrate compliance. It is the Licensed Design Professionals responsibility to indicate with sufficient clarity and detail the nature and extent of the work proposed and substantiate that the proposed work will comply with the Uniform Code and the Energy Code

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE.