

Borough of Roselle Park

Finished Basement Requirements

A completed construction permit application, including:

- Construction Permit Application Folder
- Building Subcode Technical Section
- Electric Subcode Technical Section*
- Plumbing Subcode Technical Section*
- Fire Protection Subcode Technical Section
- Zoning Permit Application

*NOTE: If anyone other than the homeowner is performing electrical or plumbing work, the applicable technical section **MUST BE SEALED** by the contractor who is performing the work.

A Zoning Permit fee of \$25.00 is required and due upon submittal of any construction permit application that requires zoning review. This fee is applicable to all basements that will include a bathroom, kitchen/kitchenette or bedroom.

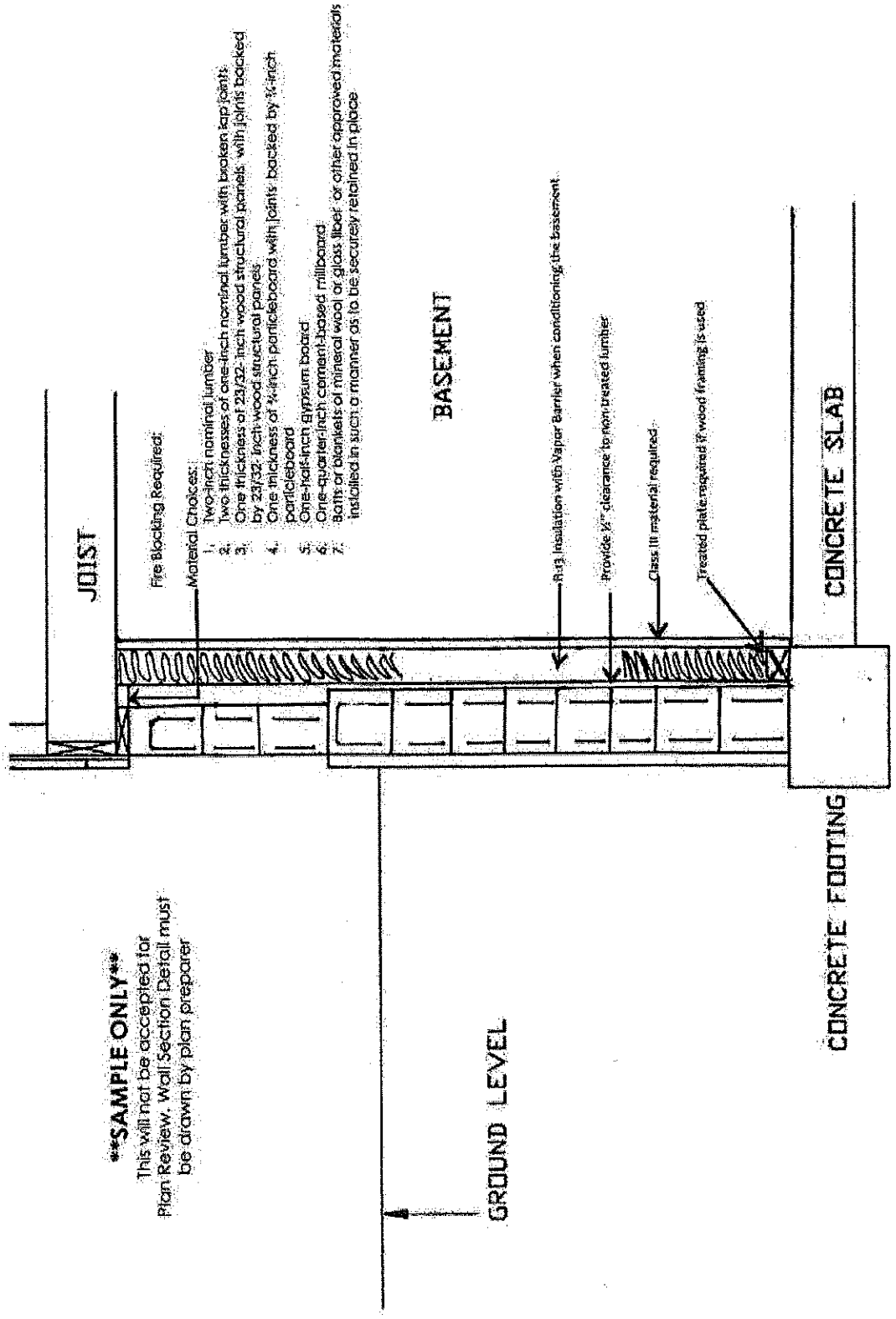
1. Submit **2 copies** of drawings/plans that are clear & legible. All drawings should indicate owner's name, address of job site, block and lot number. To draw your own plans, you must be the owner and occupant of the property. If not, you will need drawings by a New Jersey Registered Architect. **The homeowner's signature must be on the plans that they prepare and Certification In Lieu of Oath in the Construction Permit Application folder.**
 - a) Townhome and multi-family type structure plans are required to be designed by a NJ Licensed Architect.
2. The drawings submitted shall include the following information:
 - a) Show entire basement floor plan including unfinished and proposed finished areas, indicating partitions, doors, windows, stairways, guardrails, handrails, closets, columns, electric layout, heating layout, furnace, hot water heater, chimney, floor covering, smoke detectors, plumbing and/or gas riser diagram, if applicable.
 - b) Show wall cross section, indicating stud sizes, stud spacing, fire stopping, optional insulation, wall covering materials, ceiling material, ceiling height, height to girders, and height to heat ducts, if applicable (See sample)
 - c) Include sketch showing existing and proposed electrical work, i.e.: receptacles, switches and devices. Quantities on sketch must match quantities on application.

3. When constructing walls, if using wood, any wood in contact with concrete must be treated. Unless separated by an impervious moisture barrier.
4. Drop ceiling covering over 1,000 square feet or more are required to be draftstopped – show location on floor plan and materials being used.
5. Wood veneer paneling ¼” or less shall have a backing of ½” gypsum board and be stamped with a flame and smoke rating.
6. Guards: Any newly created walking surfaces and open sides of stairs more than 30” above grade shall have guards not less than 36” measured vertically from the stair nosing and not less than 36” above a walking surface. Balusters or spindles shall be constructed so a 4” sphere cannot pass. (Exception: The triangular opening at the bottom rail of a guard and stair shall not allow the passage of a 6” sphere.) Guards shall be constructed to withstand a 200 pound load in any direction along the top rail.
7. Handrails: All newly created stairways with four or more risers require continuous handrails. Handrails shall not be less than 30” or greater than 38” measured vertically from the stair nosing. Handrails shall be continuous the full length of the stairs. Handrails shall be returned or shall terminate to a wall or post. Grip sizes shall be in accordance with 2015 International Residential Code, NJ Edition, Section R311.7.7.3.
8. Vent bath fans to the exterior.
9. Combustion air is required to keep your furnace and hot water heater burning properly. The minimum combustion air which was provided prior to the basement being finished must be maintained. In order to maintain combustion air, either a fully louvered door or two (2) 12” x 12” grills must be provided (High and Low) in an open wall area of the room which the appliances are located.
10. Clearance to combustibles must be maintained for the equipment and the venting.
11. Smoke Detectors and Carbon Monoxide Detectors must be installed in accordance with the Rehabilitation Subcode.
12. Required inspections: Call (908) 709-7213 between the hours of 8:00 a.m. and 4:30 p.m. to schedule inspections.

CALL ONLY WHEN YOU ARE READY FOR INSPECTION.

- a) Rough electric, plumbing and fire
- b) Framing
- c) Insulation
- d) Final electric, plumbing, fire and building.

****SAMPLE ONLY****
 This will not be accepted for
 Plan Review. Wall Section Detail must
 be drawn by plan preparer



- Fire Blocking Required:
- Material Choices:
1. Two-inch nominal lumber
 2. Two thicknesses of one-inch nominal lumber with broken lap joints
 3. One thickness of 23/32-inch wood structural panels with joints backed by 23/32-inch wood structural panels
 4. One thickness of 1/2-inch particleboard with joints backed by 1/2-inch particleboard
 5. One-half-inch gypsum board
 6. One-quarter-inch cement-based millboard
 7. Batt or blankets of mineral wool or glass fiber or other approved materials installed in such a manner as to be securely retained in place