

Egress Window

The following items must be submitted in order to obtain a Building Permit for Finished Basements:
(Occasionally if there are unusual circumstances additional information may be required.)

Incomplete Applications will not be processed until all items have been received.

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form
- 3 complete sets of working plans, drawn to scale (1/4" to 1' preferred)
- Survey showing the location of the egress window
- Emergency Escape and Rescue Openings:
[Each Sleeping room requires at least one operable emergency escape and rescue opening]
 Emergency escape and rescue opening shall meet all applicable requirements of the 2015 IRC Section R310
- Manufacturer specifications for the window well to include model number
- Sealant specifications (*if window well is in the flood plain*)
- Building in Special Flood Hazard Area (SFHA)
 - Building constructed Pre-Firm
 - Building constructed Post-Firm
- LOMA/LOMR on file
- Basement Letter signed by homeowner
- Filing Fee equal to ½ the Building Permit Fee

Work shall not begin until a Building Permit has been issued!