



Town of East Hampton
Planning, Zoning & Building Department
1 Community Drive, East Hampton, CT 06424
Tel (860) 267-9601

Required Information for
Finishing a Basement or Basement Alterations

Address of Property _____

Please provide the following information:

_____ **FLOOR PLAN:** Minimum 11" x 17" Paper, Min. 12 Font Size, Owner's Name, and Address on plans. Include existing Basement layout and proposed Basement layout, drawn to scale with dimensions, indicate stair location, window location, door location, identify use of each space, including but not limited to the following categories: Sleeping Areas, Storage Areas, Recreation Rooms, Mechanical Areas, Unfinished Areas, etc... *(Sample Plan on Back)*

_____ **MECHANICALS:** Indicate locations of all fuel burning equipment, include combustion air/make-up air calculations/information.

_____ **ELECTRICAL:** Indicate location of Electrical panel with code compliant clearances.

Are there any existing or proposed sleeping areas? ☐ Yes ☐ No

If Yes, Proposed egress _____

How is the space to be heated? _____

Proposed Ceiling Height? _____

Proposed Ceiling Height under beams, ducts, etc..? _____

Stairway ☐ New ☐ Existing Proposed Headroom in basement stairway? _____

Basement stairs riser height? _____ Basement stairs tread depth? _____

Wall Framing Type and Spacing _____

Wall Finish Material _____

Wall Insulation and R Value _____

Method of Fire Blocking _____

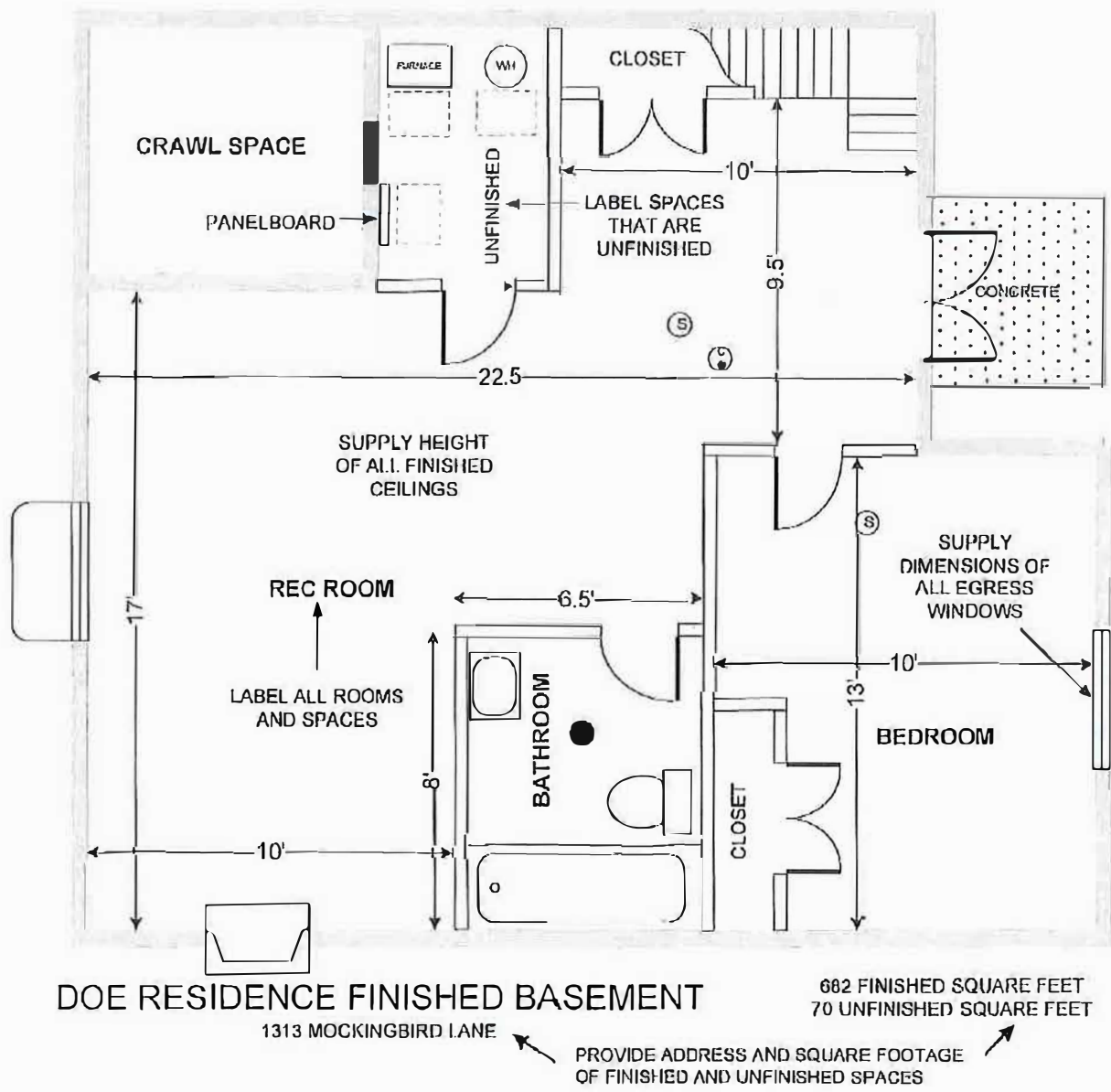
Ceiling Material _____

*CO and Smoke Detectors will be required throughout the house as per the Connecticut State Building Code for existing construction.

Signature of Applicant _____ Date: _____

This list is not intended to be all-inclusive. It is intended to provide the necessary code compliant information for the Building Official to do a plan review. Additional information may be requested.

Sample Basement Floor Plan



Sample Fire Block

