

Village of



Germantown

**Community Development Department
Inspection Services**

N112 W17001 Mequon Road P.O. Box 337

Germantown, Wisconsin 53022-0337

Phone: (262) 346-4460

Germantowninspections@safebuilt.com

Residential Building Permit Informational Packet

Finished Basements

Village of Germantown

Finished Basements

Building Permit Application Requirements

1. Building Permit Application Form

- All building permit applications must be filled out completely to ensure prompt service. All forms are available on the Village of Germantown Website.
- The application must include the name, address, and license number of all contractors.
- If you are the property owner and reside at the project address, performing the work yourself, you may write "Owner" on the contractor line.

2. Building/Framing Plans

- **Acceptable Plans:** For newer homes, you may use the house plans already on file with the property; however, for older homes, please provide a scaled drawing of the basement layout with each room clearly labeled by its intended use (e.g., bedroom, recreation room, playroom or storage area/unfinished areas).
- **Structural Details:** Please provide legible floor plans that specify all room dimensions, window and door sizes and ceiling heights. Ensure all dropped soffit areas are clearly marked.

3. Building Standards:

- **Door Dimensions:** At least half of all bedrooms in the home and at least one full bathroom must feature doors with a minimum height of 80 inches. These must provide a net clear opening of 30 inches, which typically necessitates installing a 32-inch door.
- **Basement Ventilation:** All finished habitable basement rooms must meet SPS 321.05 ventilation standards. If the space lacks the required number of windows or doors for natural air flow, you must install a mechanical ventilation system.
- **Utility Access:** If you install a ceiling covering, you must include access panels for all critical components, including gas valves, water shut-offs, electrical junction boxes, dampers, and plumbing cleanouts. A working space of 30" wide and 36" deep must be maintained in front of the electric service panel.

- **Ceiling Heights:** Ceiling heights must be at least 7 feet, but up to 50% of the area can drop to 6 feet 4 inches for beams, ducts, or soffits.
- **Fire Blocking Requirements:** Install approved fire-blocking materials in all concealed spaces, dropped soffits, and gaps between framing and foundation walls. For detailed installation instructions, refer to your provided fire blocking guidance sheet.

4. Inspection

- Rough framing, electrical, plumbing and mechanical work must be inspected before any insulation or wall covering can be installed.
- A final inspection is required when all electrical, plumbing and mechanical work has been completed.

5. Permit Application Submittal

- All forms, plans and documents can be emailed to germantowninspections@safebuilt.com
- Plans and documents can be dropped off at the inspection service counter inside Village Hall between 8am – 3:30pm
- Applications will not be reviewed until all required information is received by the village.
- Permit applications will be reviewed and processed in the order received.

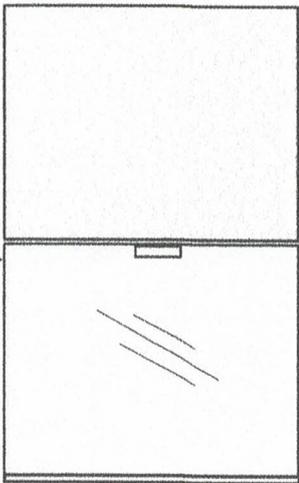
6. Permit Approval and Payment

- **Notification:** You will be notified via phone or email once your permit has been reviewed and approved.
- **Pick-up and Payment:** Permits may be collected and paid for at the Inspection Services counter located inside Village Hall.
- **Accepted Payment Methods:** We accept cash, checks, and debit or credit cards. Please note that a 3.75% service fee applies to all card transactions.

SPS 321.03 (6) Egress Window Dimensions

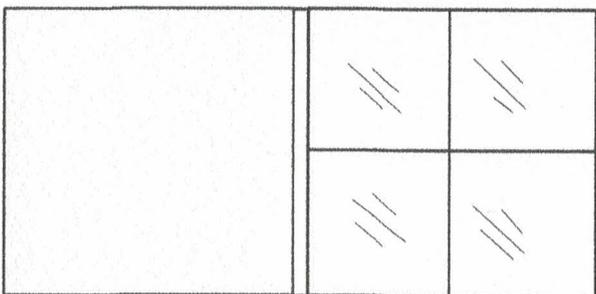
Minimum
20" wide x 24" high
or
24" wide x 20" high

SLIDER

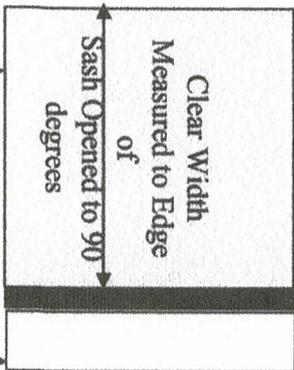


MAX 46" IF NO STEPS OR PLATFORM

DOUBLE HUNG



CASEMENT

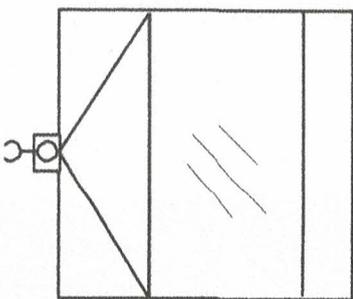


MAX 60" WITH STEP OR PLATFORM

Permanent Step(s) or Platform - Min. 9"

MAX 24"

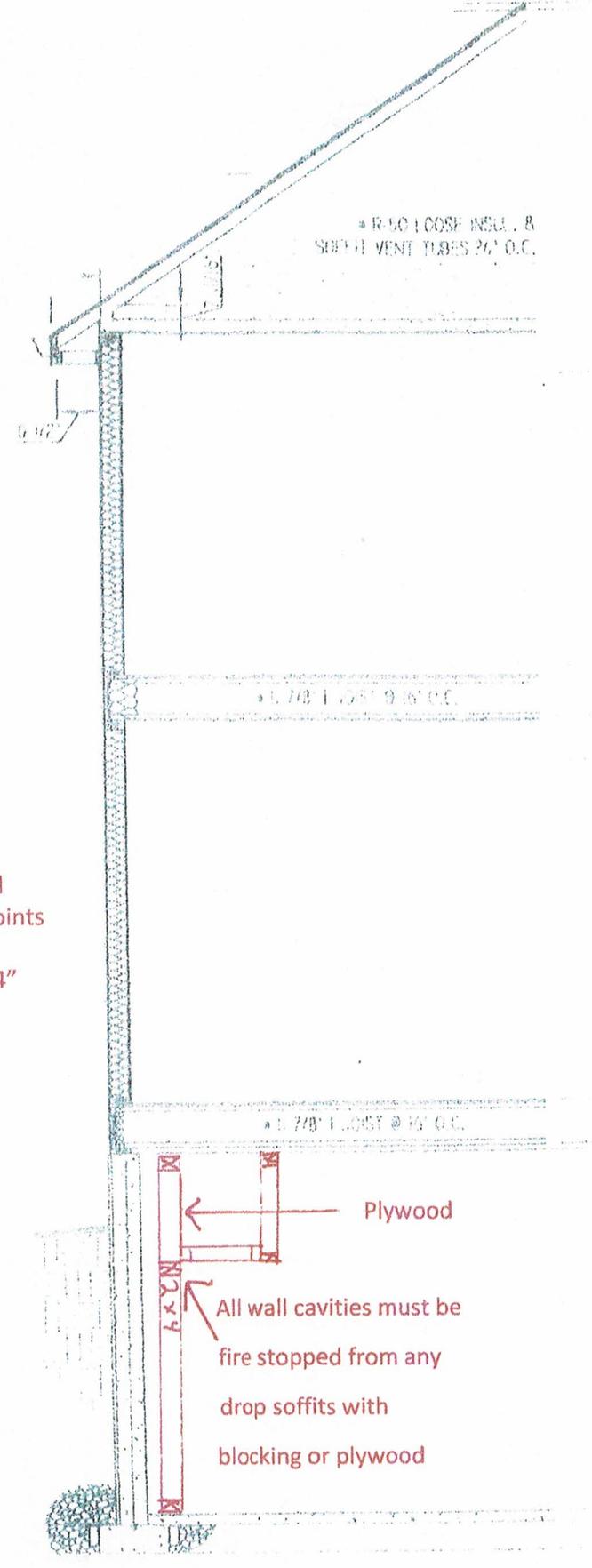
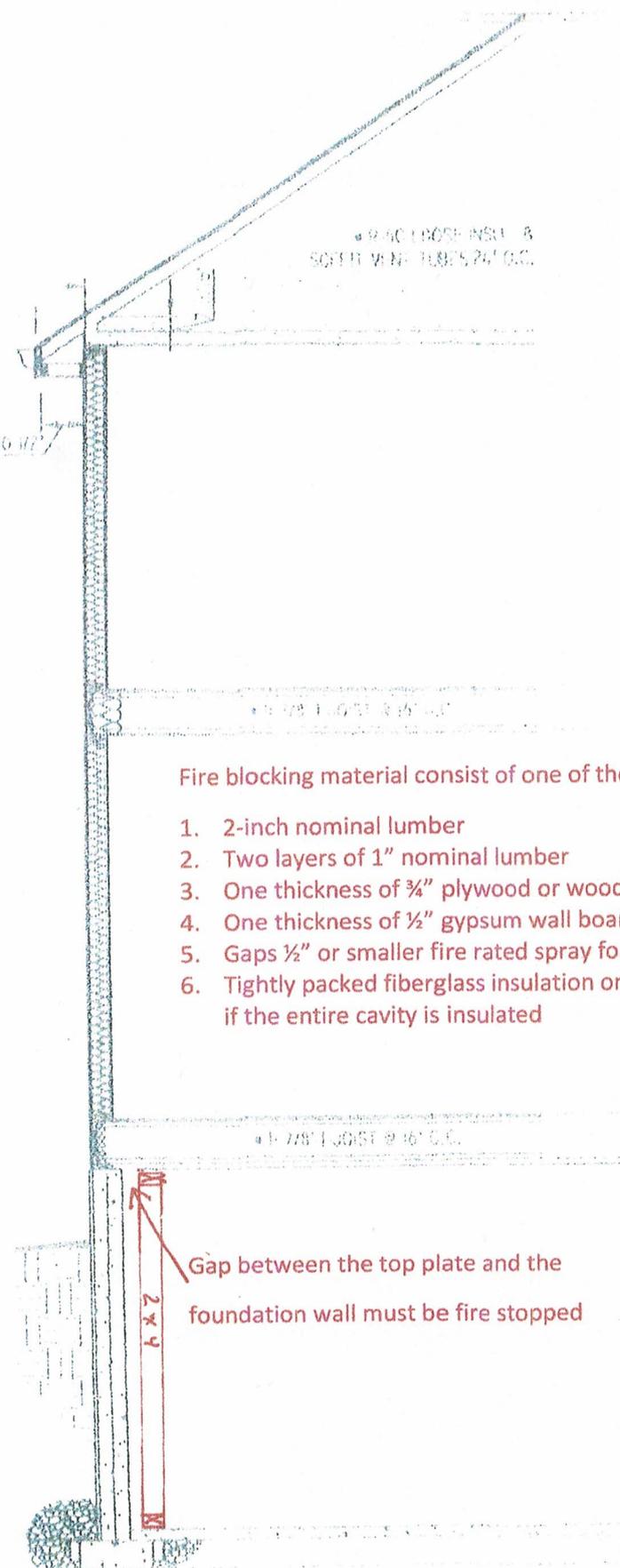
AWNING



Not Acceptable Due To Operator Arms in Opening

MIN 20" WIDE

Basement Framing



Fire blocking material consist of one of the following;

1. 2-inch nominal lumber
2. Two layers of 1" nominal lumber
3. One thickness of $\frac{3}{4}$ " plywood or wood structural panel
4. One thickness of $\frac{1}{2}$ " gypsum wall board with backed joints
5. Gaps $\frac{1}{2}$ " or smaller fire rated spray foam or caulk
6. Tightly packed fiberglass insulation on gaps less than 4" if the entire cavity is insulated

Gap between the top plate and the foundation wall must be fire stopped

2x4

All wall cavities must be fire stopped from any drop soffits with blocking or plywood