



# Guidelines for Finishing Your Basement

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This information packet contains information regarding *finishing a basement*. If you are making structural alterations or repairs, planning to add an addition, or otherwise enlarge your home, please refer to [Residential Plan Review Requirements](#) available at the Building Development Division or at [www.pwcgov.org/BDD](http://www.pwcgov.org/BDD). The selected sections of the International Residential Code briefly summarized in this handout will be helpful in your basement finishing project. They are not, however, all inclusive and should not be considered a comprehensive set of instructions. The responsible party should consult the code book for complete information. Certain conditions may prohibit you from finishing your basement. Before you begin planning your project, please read page 4 of this document for the **Four Facts You Should Know Before Starting**.

## Where to Submit Your Plans and Obtain Your Permit

- The Building Development Division Building Plan Intake Counter is open 8 a.m. to 4 p.m., Monday through Friday. We are located at the Prince William County Development Services Building; [5 County Complex Court](#), Prince William, Virginia 22192. 703-792-4040.

## What to Bring

- **Plans: Floor Plan with room dimensions, square footage and intended use.**  
Prince William County does not perform a building plan review to issue a Building Permit for finishing a basement when there are no structural modifications. It is recommended that homeowners prepare and bring a floor plan showing the basement square footage, and room dimensions with each room labeled with its intended use (bedroom, bathroom, media room, etc).
- **Be prepared to answer the following questions:**
  1. Does the basement presently have a door opening directly to the outside?
  2. If not, is there a window that can serve as an *Emergency Escape and Rescue Opening*?
  3. If there are no doors, what are the dimensions of the windows?
  4. Do you plan to add a second kitchen?
  5. Do you plan to add a bedroom?
  6. If yes, is there an appropriate sized window in the room?
  7. What is the square footage of the area to be finished?
  8. What is the approximate dollar value of the project?
  9. Will you be hiring a contractor?
- **If a second kitchen is planned**, zoning approval will be required. Contact the Zoning Division at 703-792-6830 for more information.
- **The Building Permit fee** is based on the square footage of the area to be finished. The fee includes the permit and regular inspections. The fee is calculated per the approved [Building Development Fee Schedule](#). The Trade Permits (Electrical, Plumbing, Mechanical, and Gas) are priced based on the amount of equipment being installed.
- **A Filing fee** is not required unless you are submitting a plan.

## Contractor Licenses, Business Licenses, Affidavits?

- The homeowner may obtain the permits and perform the work or the homeowner may hire a contractor to obtain the permits and perform the work. Please see further information on the [“Who Should Apply for a Permit?”](#) webpage.
  - If the homeowner is to obtain all permits and be the responsible party, a completed [Affidavit of Owner](#) will be required.
  - If the contractor is to obtain all permits and be the responsible party, a copy of the contractor’s State Contractor License and a copy of the contractor’s Prince William County Business License are required.
  - If the homeowner is hiring a contractor and obtaining the permits on behalf of the contractor, the homeowner may present copies of the contractor’s state and county licenses and obtain the permits as the agent for the contractor without the contractor required to be present.
  - Please read further information on [Hiring a Contractor](#).

## Code Compliance

- All construction shall comply with International Residential Building Code (IRC) and the Virginia Uniform Statewide Building Code (VUSBC). Please refer to the [Virginia Uniform Statewide Building Code](#) webpage for more information on the codes and code year which are applicable to your project.
- The IRC Code book is available for purchase at various booksellers, from the International Code Council by calling 1-888-699-0541, or through the Web site at [www.iccsafe.org](http://www.iccsafe.org). It is also available for reference at the Building Plan Review Section and at the following Prince William County Libraries: Bull Run; Central; Chinn; and Potomac.
- The VUSBC is available [online](#) or at the Virginia Department of Housing & Community Development: The Jackson Center, 501 North Second Street, Richmond, Virginia 23219-1321. Phone 804-371-7000.

## Scheduling Inspections

- Building inspections are conducted between 8:00 a.m. and 3:00 p.m. during the work week.
- In order for staff to conduct an inspection, the permit must be affixed to the front window of the residence and the inspector must have reasonable and safe access to the work area.
- To schedule an inspection go online to [www.pwcgov.org/eInspections](http://www.pwcgov.org/eInspections) or call the automated phone system at 703-792-6970. Both systems will prompt for the permit number and inspection type and code required. A complete list of inspection codes will be provided at the time of permit issuance. The inspections required may vary depending on the extent of the work. The most common inspection types and codes for finishing a basement are:
  - **CODE 198 - RESIDENTIAL COMBINATION CONCEALMENT**
  - **CODE 199 - RESIDENTIAL COMBINATION FINAL**
  - **CODE 401 - PLUMBING GROUNDWORK**
- Schedule the 198 inspection *before* the wall finishes are applied and electrical devices are connected. The framing, fireblocking, wiring, plumbing, and mechanical will be inspected at the same time during the 198 inspection. Do not install the insulation until after the 198 is approved or the inspector allows.
- When adding plumbing for a wet bar or bathroom, the Plumbing Groundwork (401) is performed *before* replacing any of the slab.
- Schedule the 199 inspection *after* the completion of work by all trades.
- For further information about *scheduling* inspections call 703-792-6924.
- Please refer to the [Residential Construction Inspections](#) webpage for more information.

## ABOUT INSPECTIONS

### The most common *building problems* observed on basement finish projects are:

#### At the Close in (a.k.a. CODE 198 - RESIDENTIAL COMBINATION CONCEALMENT)

1. Un-permitted work being performed.
2. Headroom height for bulkheads not correct.
3. Fireblocking not installed.
4. Stud spacing not per code.
5. Required emergency egress not provided. (Door or window from habitable space).
6. Drywall blocking missing.
7. Emergency escape window/door not provided for bedroom(s).
8. Height above floor to emergency escape window sill exceeds 44".
9. Support columns have been removed or relocated.
10. Emergency escape window not correctly sized.

### The most common *electrical problems* on basement finish projects are:

#### At the Close in (a.k.a. CODE 198 - RESIDENTIAL COMBINATION CONCEALMENT)

1. Receptacles spaced more than 12' apart. No receptacle for a wall space 24" and wider or for a hallway at least 10' in length. Receptacle not within 6' from wall opening (e.g. door, fireplace, cased openings, etc).  
**SEE FIGURE 3, page 7.**
2. Cables not supported within 8" of boxes without clamps, 12" with clamps, and every 4.5' thereafter.
3. Cables not inside outlet boxes, stripped out, splices not made, equipment grounds not made up and pigtailed for the device. The switch or receptacle should **not** be installed for close in.
4. Cables energized at concealment inspection creating a hazard for inspector and occupant.
5. Metal boxes and bath exhaust fans not grounded.
6. Protection (kick plates) not provided where cables are run closer than 1/4" to edge of framing and where holes for cables notched or drilled are closer than 1/4" to edge of stud or framing.
7. Romex connectors or clamps not provided for cables entering metal boxes, recessed light junction boxes, and bath exhaust fans.
8. Smoke detectors not provided in bedrooms and within 15 feet outside of the bedroom. Smoke detectors to be A/C powered with battery backup and interconnected.
9. GFCI protected receptacle not provided in unfinished portions of basement.
10. Bathroom receptacle not wired with #12 conductors on a 20 amp circuit and GFCI protected.
11. Approved fan boxes not used for the support of paddle fans.
12. Lighting for stairs not per code. (Fixture required at top and bottom or directly over stairs. Switch required at top and bottom of stairs for 6 or more risers).
13. Close unused openings in boxes and panels.
14. Maintain required workspace at panel. Panel cannot be located in bathrooms or clothes closets.
15. Doorbell transformers and junction boxes need to be installed in an accessible location.
16. Bonding of Corrugated Stainless Steel Tubing (CSST) per manufacturer's installation instructions.
  - o **SEE FIGURE 3, page 7** for more *Electrical Requirements Guidelines*.

### The most common *plumbing problems* on basement finish projects are:

1. D.W.V. & Water piping not strapped properly.
2. D.W.V. not graded properly.
3. Kick plates not installed where required.
4. Proper type of fittings and piping not used.
5. Non-corrosive screws not used to secure shower head and toilet flange.
6. Proper type tub/shower valve not used.
7. Shower pan not built to the minimum size.
8. Drain piping too small for fixture connected.
9. New piping not tested or not tested properly.
10. Proper fixture clearances not maintained.

**The most common *mechanical problems* on basement finish projects are:**

1. Bath exhaust fan is not vented to the outside.
2. Clearances to B-Vent or single wall connector's not maintained (e.g. furnace, water heaters, fireplaces, etc.).
3. Combustion Air requirements for fuel fired equipment not met (e.g. furnace, water heaters, fireplaces, etc.).
4. New flex connections for HVAC cannot be tapped into existing branch lines (common problem).
5. Existing taps in trunk line not sealed when blanking off for new flex lines.
6. Clearances around equipment not maintained (clearance to combustibles and working clearance).
7. New gas pipe installed without permit or inspection (new pre-fab fireplace).
8. Venting of pre-fab fireplace (gas, pellet or wood) not per manufacturers instructions.
9. Unions in gas piping that will be concealed.
10. Existing HVAC is damaged during basement build-out.

**The most common *reasons for rejection at Final:***

**Final inspection (a.k.a. CODE 199 - RESIDENTIAL COMBINATION FINAL)**

1. All electrical devices and covers not installed and working. All lights, fans and smoke detectors not installed and working.
2. All circuit breakers not installed and properly identified.
3. Provide disconnects for all appliances not within sight of panel box.
4. Handrail, with returns at the top and bottom of the rail, not provided on at least one side of stairs.
5. Guardrails not provided on open side(s) of stairs.
6. Smoke detector locations not correct.
7. Under stair protection not provided.
8. Incomplete plumbing (fixtures not installed).
9. Combustion Air *Grills* not installed (gas equipment).
10. Arc fault breakers not installed for bedroom circuits.

**Four Facts You Should Know *Before Starting:***

**1. Emergency Escape and Rescue Openings**

Effective November 16, 2006, basements and all sleeping rooms shall have at least one emergency escape and rescue window or an exterior door opening for emergency escape and rescue (Section R310). **SEE FIGURE 2.** If presently there is only one escape window in the basement and a bedroom is to be built, the window must be in the bedroom.

**2. Wall Openings and Fire Separation Distance to the Property Line**

If adding a door or window is required, please verify the fire separation distance is adequate. Openings shall not be permitted in the exterior wall of a dwelling or accessory building with a fire separation distance to the property line of less than three feet (Section R302).

**3. Second Kitchen or "Second Unit"**

Second Kitchens are regulated by the Zoning Ordinance and are permitted by the Zoning Administrator only when specific conditions are met. Please refer to the "[Zoning Approvals for a Second Kitchen](#)" webpage for more information. **Please note:** The basement in which a second kitchen is located may not be represented in any way as having a "second unit" or any other quarters that can be rented or otherwise used as a private, separate, or independent living area. For complete details and further information contact the Zoning Division at 703-792-6830.

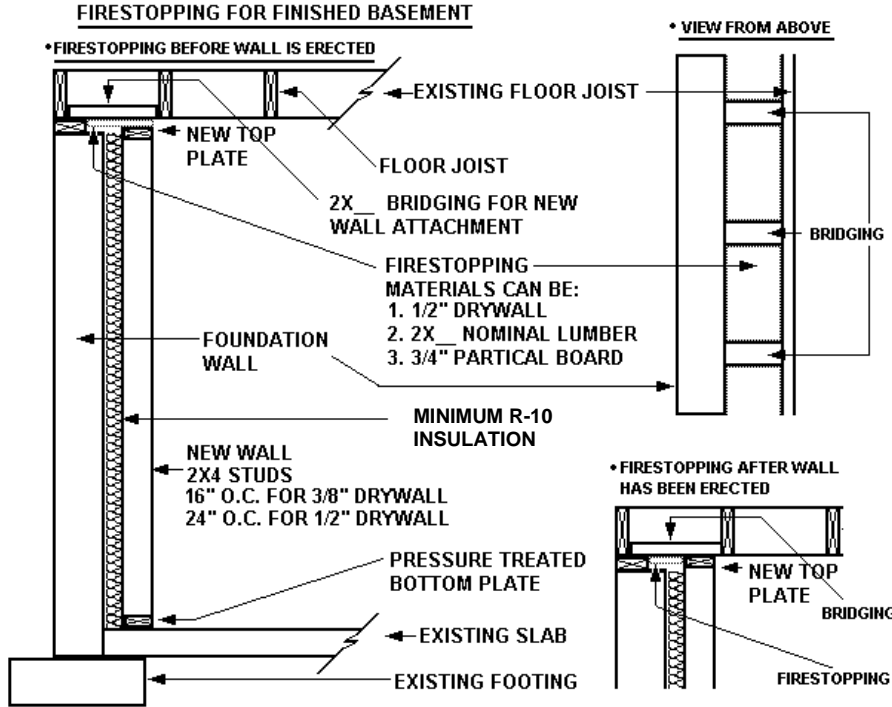
**4. Prince William Health District Approval of Additional Bedrooms**

Adding a bedroom(s) to a dwelling on a private well and septic system requires written approval of the health department prior to the issuance of a building permit. For complete details and further information contact the Prince William Health District at 703-792-6310 or the [Early Assistance Desk](#) in the lobby at [5 County Complex Court, Prince William, VA 22192](#).

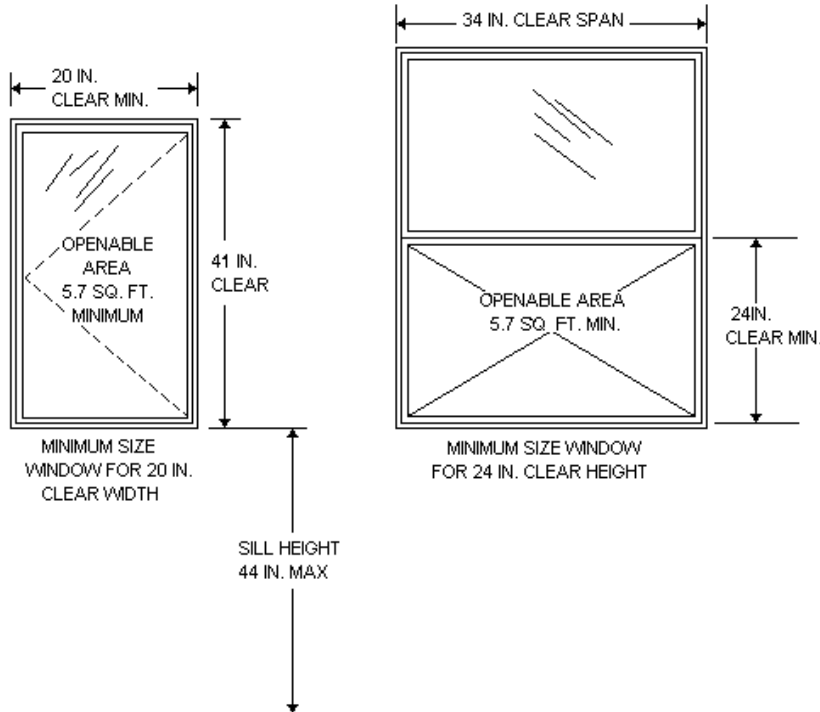
## Selected Sections of the International Residential Code

- **Minimum required ceiling heights (Section R305)**
  - Measured from the finished floor to the lowest projection from the ceiling, the minimum required ceiling height for habitable areas (such as bedrooms, kitchens, baths, hallways, and recreation rooms) shall be 7'0".
  - Beams and girders spaced not less than 4' (1219 mm) on center may project not more than 6" (152 mm) below the required ceiling height.
- **Protection against decay (Section R320)**
  - All lumber (sleepers, sills, plates, studs, joists, beams etc) that rest on concrete or masonry slabs or exterior walls shall be pressure preservative treated unless separated from the ground by an impervious moisture barrier.
- **Insulation (Section R316) & Building Envelope (Section N1102)**
  - Concrete exterior walls shall be insulated with a minimum R-10 insulation.
  - Wood frame exterior walls shall be insulated with a minimum R-13 insulation.
- **Fireblocking (a.k.a. Firestopping) (Section R602.8 & R602.8.1 Materials.)**
  - Fireblocking shall be provided to cut off concealed draft openings (both vertical and horizontal) and to form an effective fire barrier between stories. The most critical areas are the space between the top plate of the studded exterior walls and the concrete wall or sill plate on the concrete wall and at the connection between a stud wall and a bulkhead.
  - Except as provided in Section R602.8 Item 4, fireblocking shall consist of 2" (51 mm) nominal lumber, or two thicknesses of 1" (25.4 mm) nominal lumber with broken lap joints, or one thickness of 23/32" (19.8 mm) wood structural panels with joints backed by 23/32" (19.8 mm) wood structural panels or one thickness of 3/4" (19.1 mm) particleboard with joints backed by 3/4" (19.1 mm) particleboard, 1/2" (12.7 mm) gypsum board, or 1/4" (6.4 mm) cement-based millboard.
  - In small areas, fire resistant caulk or *Rockwool* may be used.
  - For more information **SEE FIGURE 1, page 6** or visit the Plan Review Office where one of our staff may explain fireblocking techniques using scale models on display.
- **Smoke Alarms (Section R313)**
  - Hardwired interconnected smoke alarms shall be installed on each story of the home in each sleeping room and within 15' of the outside of each sleeping room. Smoke alarms in existing areas outside of the basement are not required to be interconnected unless access to the attic area can be obtained.
- **Under Stair Protection (Section R311.2.2)**
  - Enclosed accessible space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with 1/2" gypsum board.
- **Emergency Escape and Rescue Opening (Section R310)**
  - Basements with habitable space and every sleeping room shall have at least one emergency escape and rescue window or exterior door opening for emergency escape and rescue. A window in a bedroom shall meet the requirements for the window in the basement. **SEE FIGURE 2, page 6.**

**FIGURE 1: Fireblocking in Basement**



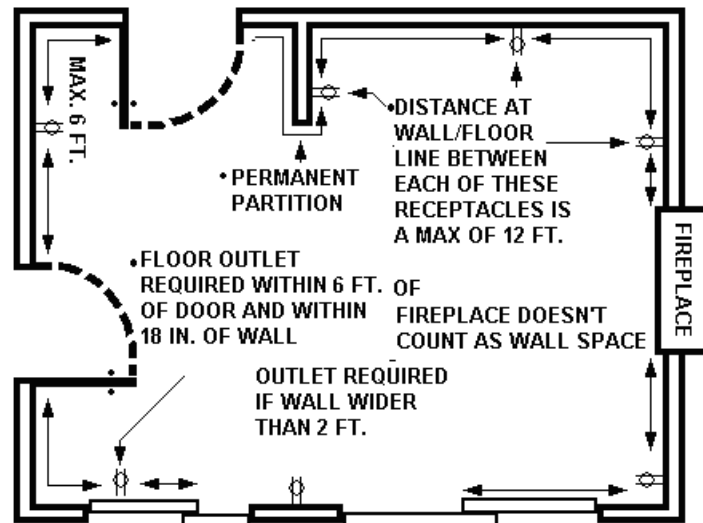
**FIGURE 2: Emergency Escape and Rescue Opening**



**Note:** Window opening must be larger than the minimum width and height measurements to provide the minimum required openable area.

**Exception:** Grade floor openings shall have a minimum net clear opening of 5 square feet (0.465 m<sup>2</sup>).

**FIGURE 3:**  
GUIDE LINES FOR ELECTRICAL REQUIREMENTS



- RECEPTACLES ARE REQUIRED WITHIN 6 FT. OF ANY DOOR ON BOTH SIDES
- A SWITCH IS REQUIRED AT DOORS FOR AN OUTLET OR FOR A CEILING LIGHT
- GFI OUTLET REQUIRED FOR BATHROOM
- HALLWAYS GREATER THAN 10 FT. REQUIRE AN OUTLET
- MUST BE ABLE TO PLUG IN A 6 FT. CORD ANYWHERE ALONG WALL
- ALL SPICING MUST BE DONE WITH APPROVED CONNECTORS IN JUNCTION BOXES THAT ARE ACCESIBLE

- Except general outlet and lighting circuits can be calculated at 3 volt amperes per sq. ft. (example 450 sq. ft. room x 3 = 1350 volt amperes :- 120 volts = 11.25 amps).
- Normal 15 amp branch circuits will have 10 devices (lights or outlets) per circuit. For circuits with excessive recess lights or track lights take a maximum rating of each fixture added together and divided by volts (example 9 lights at 150 watts each = 1350 :- 120 volts = 11.25)
- Loading of circuits shall be 80% of breaker rating for all the circuits (example 15amp breaker would allow 12 amp load on a circuit).
- For basements that get zoning approval for second kitchens you will need (2) 20 amp small appliance circuits for outlets. All bathrooms require a 20 amp G.F.I outlet at each basin. Appliances or equipment may require additional circuits per the manufacturer's specifications (i.e., fan/light/heat units, sump pump, etc). Check for amp and volt ratings.
- 14/2 gauge wire is rated for 15 amps and 12/2 is rated for 20 amps.

### Frequently Used Phone Numbers and Automated Systems

**Technical Questions:** Please call the Building Construction Inspections Branch at 703-792-7006 with any technical questions you may have on your basement finishing project.

**Ready for Inspection?:** Go online to [www.pwcgov.org/eInspections](http://www.pwcgov.org/eInspections) or call 703-792-6970.

**Scheduling Questions:** Please call Building Permitting Services at 703-792-6924 with any questions about scheduling inspections.

**Daily Inspection Schedule:** To see the order in which the Building Inspection Staff will arrive at their inspections for the day, please go online to [www.pwcgov.org/eInspectionSchedule](http://www.pwcgov.org/eInspectionSchedule).