



FINISHED BASEMENT REQUIREMENTS
CITY OF NOVI
Community Development Department
(248) 347-0415

Provide two (2) copies of construction drawings, which will indicate the following:

1. Floor plan showing the location of all rooms and spaces.
2. Dimensions of each room and space.
3. Use of each room. (Basement, recreation room, bedroom, storage, bathroom, etc.)
4. Wall and ceiling finish material.

Ceiling heights. The Code is 7' for habitable rooms (finished basement), Beams and Girders spaced not less than 4 feet on center may project not more than 6 inches below the required ceiling height. Section 305.1.

5. Location and size of all windows. The Code is: 4% of the floor area for each room must be openable to the outdoors, i.e. windows or provide mechanical ventilation per Code – see Section 303.1.
6. Wall section showing the wall and ceiling construction and a dimension from the floor to the proposed ceiling.
7. **Ductwork** must be **sized** in accordance with the provisions of **ACCA Manual D-1995**. Ductwork shall be installed to Chapter 16 of the Michigan Residential Code. Return air shall comply to section M1602 of the Michigan Residential Code.
8. **Combustion air** must meet the requirements of **Chapter 17** of the **Michigan Residential Code**.
M1702.1: All combustion air from inside of building:
Two openings shall be installed;
One opening shall be within 12 inches of the top
One opening shall be within 12 inches from the bottom
Each opening shall have a free area equal to a minimum of 1 square inch per 1,000 BTU of the input of all appliances installed within the space, but not less than 100 square inches.
9. Separate permits required for installation of Electrical, Mechanical, and Plumbing.
10. Basements with habitable space and every sleeping room shall have at least one openable

emergency escape and rescue window or exterior door opening for emergency escape and rescue. Where openings are provided as a means of escape and rescue they shall have a sill height of not more than 44 inches (1118 mm) above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section R310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the window or door opening from the inside. Escape and rescue window openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2

11. R310.1.1 Grade floor openings shall have a minimum net clear opening of 5 square feet (0.465 m²).

12. R310.1.2 Minimum opening height.

The minimum net clear opening height shall be 24 inches (610 mm).

13. R310.1.3 Minimum opening width.

The minimum net clear opening width shall be 20 inches (508 mm).

14. R310.1.4 Operational constraints.

Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

15. R310.2 Window wells.

Window wells required for emergency escape and rescue shall have horizontal dimensions that allow the door or window of the emergency escape and rescue opening to be fully opened. The horizontal dimensions of the window well shall provide a minimum net clear area of 9 square feet (0.84 m²) with a minimum horizontal projection and width of 36 inches (914 mm).

The ladder or steps required by Section R310.2.1 shall be permitted to encroach a maximum of 6 inches (152 mm) into the required dimensions of the window well. (See attached requirements. If you are reading this from the Internet please contact the Building Department for a copy.)

Two (2) sets of construction drawings need to be submitted with the Building Permit Application. If a contractor is pulling the permit, he needs to be registered with the City of Novi.

If a homeowner is pulling the permit, inform them of other permits that may be required such as electrical, plumbing, etc. and have homeowner sign "Homeowner Form".