



## Basement Finish Construction

The City of Livonia  
Inspection Department  
a Guide to Finishing  
Your Basement.



Inspection Department  
33000 Civic Center Dr.  
City Hall Annex  
Livonia, MI 48154  
(734) 466-2580

# **FROM APPLICATION TO COMPLETION**

## **Basement Finish**

### A General Guide through the Complete Process

A Building Permit from the City of Livonia is required prior to construction starting. Included in this Guidebook is a checklist of items needed for application submittal. The Building Permit Application can be found online at [www.livonia.gov](http://www.livonia.gov) or can be obtained at the Inspection Department counter. Once the Building Permit is issued, Electrical, Mechanical and Plumbing permits can then be obtained.

#### **1. Information Required For Permit Application**

##### **A. Building Permit Application**

- Forms are available online at [www.livonia.gov](http://www.livonia.gov), Inspection Department, Residential Building Permits, Applications. Applications shall be filled out completely.

##### **B. Application Fee**

- See “Building Permit Fee Schedule” at [www.livonia.gov](http://www.livonia.gov), Inspection Department, Residential Building Permits, Documents.

##### **C. Construction Drawings – Two Sets**

- See “Plan Review”, & “Sample Drawings”.
- Documents that contain all necessary information and details will help expedite the plan review process.

##### **D. Owners** may submit a Building Permit application for work on property that is or will be, upon completion, their place of residence. Owners of rental property may submit a Building Permit application to do maintenance and alterations to the rental property.

**Please Note:** Any Contractor, hired by an Owner for a contract price of \$600.00 or more, shall be licensed in accordance with the State of Michigan Residential Builders Laws.

#### **2. Registration of Builder’s License**

- A Builder shall be currently registered with the City of Livonia to submit a permit application.
- Builders not currently registered can register at the time of application by providing the following:
  - The original or a copy of the Builder’s license.
  - Registration fee is \$15.00 until end of license.
  - Contractor Registration form:
    - The form shall have an original signature by the License Holder
    - The form shall be notarized (if not presented by the License Holder)
- A Contractor Registration form is available online at [www.livonia.gov](http://www.livonia.gov), Inspection Department, Building Permits, Forms.

**Note:** All information noted above shall be submitted with the Building Permit Application

#### **3. Plans Reviewed and Approved**

- Building plans are reviewed for compliance to State Codes and City Ordinances.
- Plans are reviewed in the order they are received based on the application date. Plan review times vary depending on the Inspection Department’s workload.
- Plans that contain all the necessary information and details will help expedite the review process.
- The Permit Applicant will be notified if the information provided does not meet the City of Livonia

#### **4. Permit Ready**

- The Permit Applicant will be called or emailed when the Building Permit is ready to be picked up.
- All Permit fees are due at the time of Permit issuance.
- Permit fees may be paid by cash, credit card, debit card or check.
- The permit shall be issued within 6 months of the application date or the application will be cancelled.
- Permits that have no activity for more than 6 months may be cancelled.
- Once the Building Permit is issued, Electrical, Mechanical and Plumbing permits can then be obtained (if applicable).

**When all required permits are obtained, construction may begin. Revisions to the basement finish after issuance of the Building Permit may require re-submittal and Inspection Department approval.**

#### **5. Inspections**

- Once your Building Permit has been issued, you may begin construction. Your Basement Finish project will be reviewed and inspected in accordance with the requirements of the Michigan Residential Code (MRC). As your project progresses, the Inspection Department will need to perform the following inspections:

##### **A. Rough Plumbing (if applicable)**

- After bathtubs, showers and all concealed piping are installed and fire-blocked.

##### **B. Rough Mechanical (if applicable)**

- After all concealed gas piping, duct work, return air, chimneys and electrical wiring are installed and fire-blocked.
- After the fireplace is installed.

##### **C. Rough Electrical (if applicable)**

- After all recessed fixtures, wires and boxes are installed with grounds and neutrals tied together.

##### **D. Rough Building**

- After rough Plumbing, Mechanical, Electrical and pre-fab (fireplace) inspections are approved as applicable.
- Approved plans shall be on site for all inspections.

##### **E. Insulation**

- After insulation is installed in the wall cavities.

##### **F. Final Plumbing (if applicable)**

- After all fixtures are installed and operational.

**G. Final Mechanical (if applicable)**

- After gas piping, furnace, duct work and return air is installed and operational.
- A gas pressure test will be required for existing gas piping if concealed by drywall.
- Furnace manufacturer's installation instructions shall be on site.

**H. Final Electrical (if applicable)**

- After all Electrical equipment, switches, plugs, covers and fixtures are installed and operational.
- After fireplace is installed (if pre-fab, manufacturer's instructions must be on site.)

**I. Open Ceiling (Building)**

- Prior to installation of lay-in acoustic ceiling tiles.

**J. Final Building**

- After final Plumbing, Mechanical and Electrical inspections have been performed.

**Note: This Guidebook is only intended to be a guide and is not all inclusive of the Michigan Residential Code. For complete details of all requirements, please refer to the Michigan Residential Code. The information in this Guidebook is subject to change without notice.**

# INSPECTION REQUESTS

## Basement Finish



**The Inspection Department offers two convenient methods to allow you to request an inspection:**

- An Inspection may be requested by filling out an online form, from our website at [www.livonia.gov](http://www.livonia.gov), Departments, Inspection (Building & Enforcement) “Request An Inspection” or by calling our Inspection Request Line (734) 466-2802 and providing the following information:
  - **The Street Address of the job site.**
  - **The Permit Number.**
  - **The type of Inspection you are requesting.**
  - **Requested Date of Inspection.**
- **QR Code Inspection Scheduling**– Scanning the QR Code at the top of this page will gain you direct access to the same Online Inspection Request Form as mentioned above. You will find the QR Code for scheduling inspections on many of our Inspection Department documents for your convenience.

Inspections scheduled before 4:00 p.m. may be added to the workload for the following working day. Electrical inspections fill up faster than other inspections, they will not be guaranteed the next day. Inspections will be done Monday through Friday from 9:30 a.m. - 3:30 p.m. Inspections may be done earlier or later depending on the Inspector’s workload. Inspectors will be available by phone from 8:30 – 9:30 a.m. and 4:00 – 5:00 p.m. See our [Staff Directory](#) to call the morning of your inspection for an a.m. or p.m. window. Inspections may be available outside the normal business hours by special arrangement. Additional fees for “After Hours” inspections shall be paid in advance of the inspection.

**A request to cancel an Inspection needs to be called in to the Inspection Department at (734) 466-2580 before 9:00 a.m. on the day of the requested Inspection.**

**Please make sure your project is ready for an Inspection. Inspections will not be done and a re-inspection fee may be charged if the following items are not completed or in place:**

- Safe access to the job site and throughout the area to be inspected.
- Approved plans on site.
- The job is ready for inspection (refer to “Building Inspections”).
- The Street address and lot number posted and visible from street.
- Temporary soil erosion control properly installed if applicable.
- The Street kept clean.
- All building construction debris and materials contained on the property.
- Tree protection properly installed and maintained if applicable.

**Inspection results will be left on site after each inspection has been completed.**

**City of Livonia Sticker** This will have a list of all the inspection groups. If signed and dated at inspection requested the Inspection was Approved.

**Inspector’s Correction Notice** Inspection not approved. The Inspector’s Correction Notice will contain a list of items that need to be addressed before calling for a re-inspection. A re-inspection fee will be due for items not corrected at the time of the second Inspection. Inspections shall be approved before proceeding with the next phase of construction.

It is your responsibility as the permit holder to check the job site for the Inspection results. Please read the information on the Inspector’s Correction Notice. If you have any questions regarding this information, please call your Inspector between 8:30 – 9:30 a.m. and 4:00 – 5:00 p.m. see our [Staff Directory](#) online. You can also view your inspection results from the “Online Property Inquiry” link at [www.livonia.gov](http://www.livonia.gov), Departments, Inspection (Building & Enforcement). The link will take you to the Assessor’s Office page. Scroll down to the bottom of the page and click on “I agree, to proceed to the online property inquiry system” link. once in BS&A Online enter the address in the search bar. Click on the address when it appears, then click on the Building Department tab. Scroll down to the Permits tab.

# CONSTRUCTION REQUIREMENTS

## **Basement Finish**

This information is provided in a “User-friendly” format as a general guide to help you apply the common Building Code requirements to your project. It covers the most common types of projects. The actual Building Code language may contain additional requirements or exceptions that may apply if your project is beyond the scope of this Guidebook.

Please indicate the following on your plans:

### **1. Floor Plan**

- Rooms and spaces, and use of all rooms, all fully dimensioned.
- Draftstopping (to be installed in the floor/ceiling assembly so that the area does not exceed 1000 sq ft & should be divided into approximate equal areas.)

### **2. Wall (Cross) Section**

- Type of Framing and Wall Finish (if wood, a treated wood bottom plate is required.)
- Ceiling: Type and Height (7'-0" minimum.) A gas pressure test will be required for existing gas piping if concealed by drywall.

### **3. Fire Blocking**

- Required at all Basement perimeter wall top wall plates back to Basement foundation wall **and** 10' O.C. maximum horizontally back to Basement perimeter wall. See page 10 for sample details.

### **4. Vapor Retarder**

- Latex or enamel paint vapor retarder (Class III) can be installed on the interior side of gypsum board at framed walls. Use un-faced insulation in wall cavities.

### **5. Emergency Egress Window**

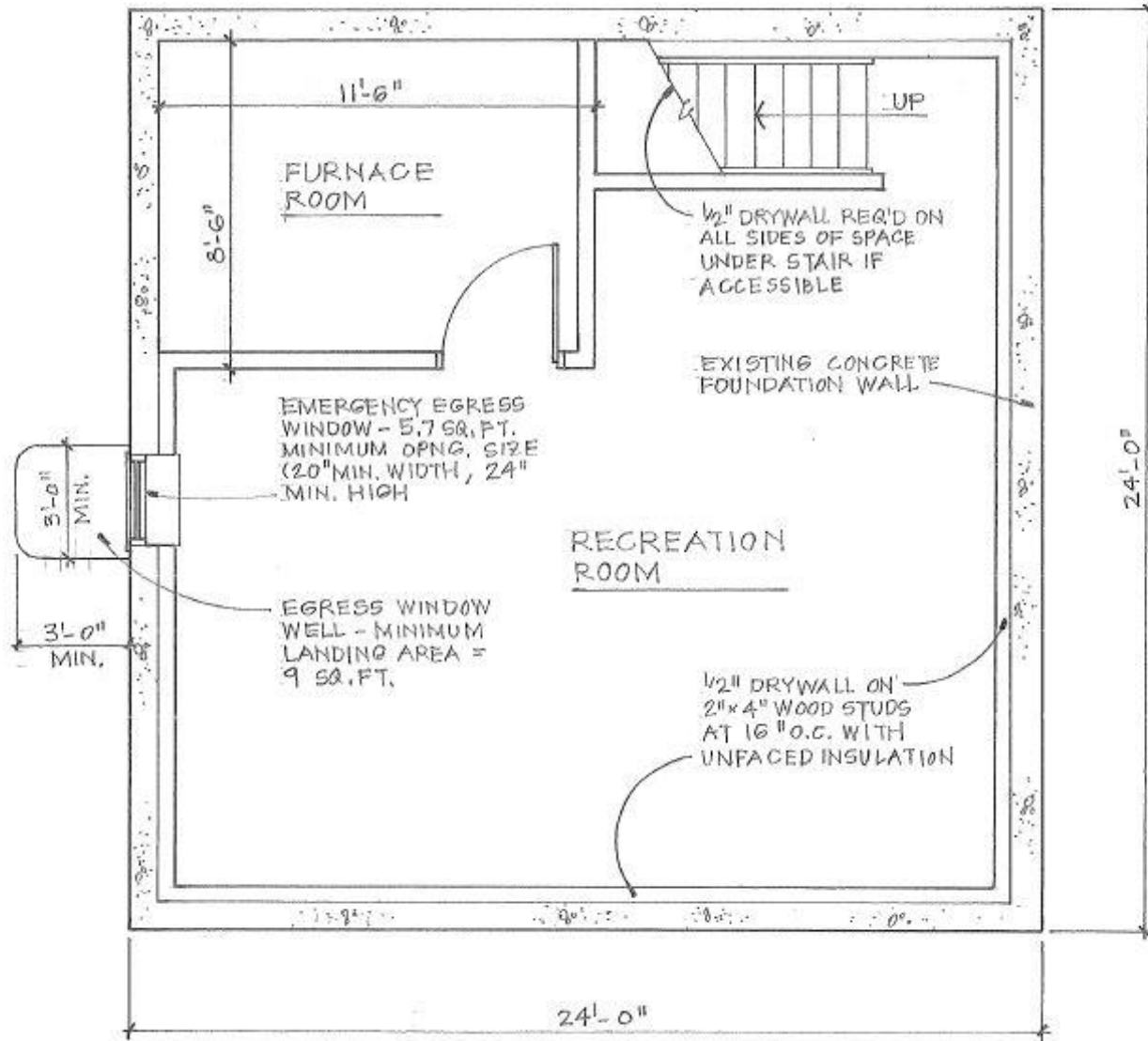
- An emergency Egress Window is required in each sleeping area that is being added as part of the Basement Finish.
- The sill height cannot exceed 44" above the finished floor.
- The minimum Clear Opening Size: 5.7 sq ft clear.
- The minimum Clear Window Openings: Height: 24", Width: 20"
- Egress Windows under decks and porches shall have a path no less than 36" clear to a yard or court.
- Egress Windows wells (if required) shall be a minimum 9 sq ft in area. The minimum horizontal projection and width shall be 36". The emergency egress leading to the window well must be able to fully open. Window wells deeper than 44" shall have permanent ladders or steps.

### **6. Smoke Alarms**

- Smoke alarms shall be installed in each sleeping room and outside of each separate sleeping area in the vicinity of the bedroom(s) (if applicable). If no sleeping areas exist, smoke alarms are required within the dwelling area of the basement. **Please be advised, a Basement Finish project will require the updating of smoke alarms that comply with regulations in the Michigan Residential Code throughout your residence.**

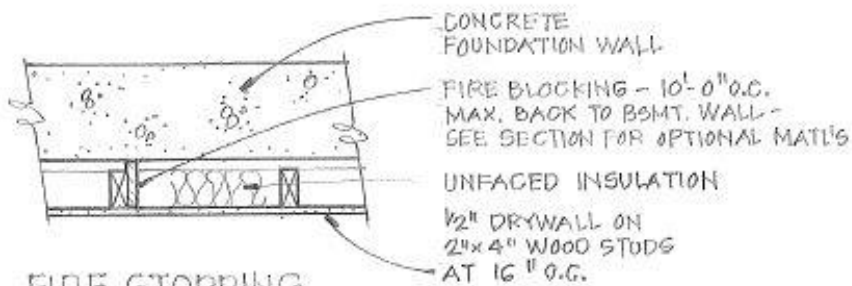
### **7. Carbon Monoxide Alarms**

- Carbon monoxide alarms shall be installed outside of each separate sleeping area in the vicinity of bedroom(s) (if applicable).



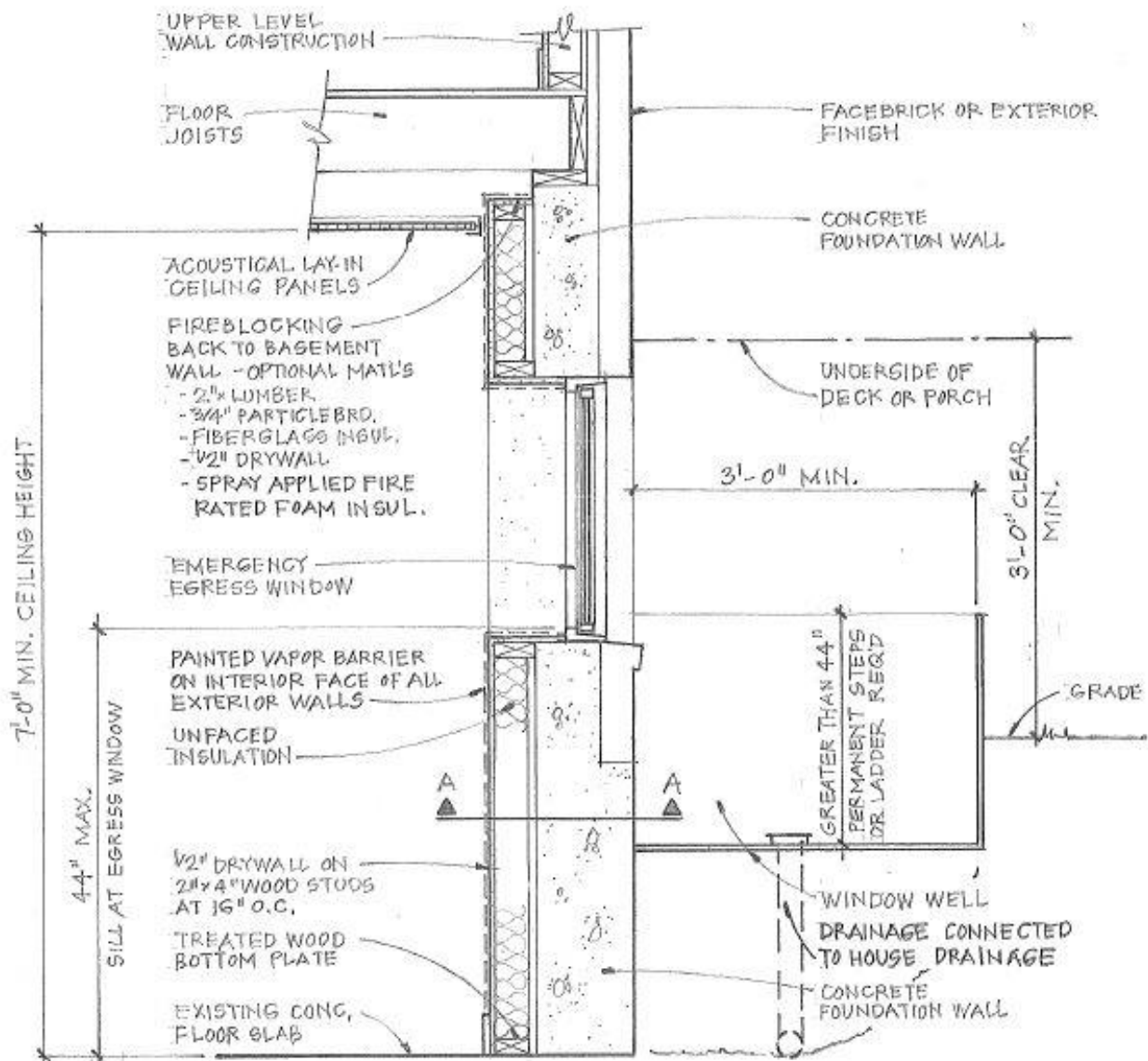
BASEMENT PLAN

1/4" = 1'-0"



**FIRE STOPPING  
DETAIL A-A**

3/4" = 1'-0"



**WALL SECTION**

3/4" = 1'-0"