

# Finishing Your Basement

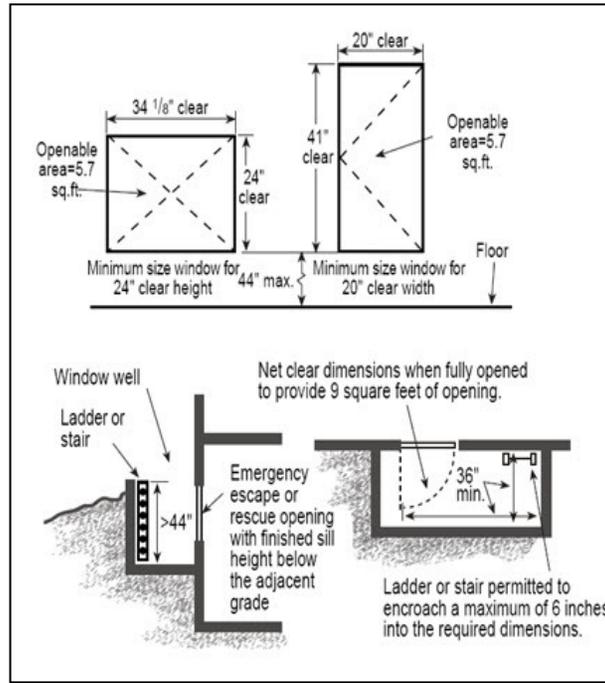


Please visit our offices or our website for more information, including permit application forms, submittal checklists and other details necessary to obtain a building permit.

City of Salina web address:

[www.salina-ks.gov](http://www.salina-ks.gov), click the “For Residents” tab

*The information in this brochure is designed to include enough detail to be informative but may not necessarily be all inclusive regarding all permit requirements. We suggest that you check with our office prior to beginning the work on your project.*



Building Services Division  
300 W. Ash, Room 201  
Salina, KS 67401

Phone 785-309-5715  
Fax 785-309-5713  
TDD 785-309-5747  
e-mail: [building.services@salina.org](mailto:building.services@salina.org)  
web site: [www.salina-ks.gov](http://www.salina-ks.gov)

BLF -150, Rev. 2-2017

# Building Services Division



## Finishing Your Basement



*Permit & Code Requirements*



If you are thinking about finishing your basement, this handout will give you an overview of the City of Salina Code requirements that will apply to your project.

## Getting a Building Permit

The following information is required before a permit application can be reviewed and approved for issuance to finish your basement.

1. A completed application form.
2. A scaled floor plan of the basement, showing room sizes and room uses such as bathrooms, bedrooms, or family rooms. The floor plan should include the locations of existing finished areas, stairs, egress windows, appliances such as furnaces, water heaters, and plumbing fixtures, and the proposed location of all new and existing egress windows, new and/or relocated appliances, and plumbing, mechanical, and electrical fixtures.
3. The names of the licensed plumber, electrician, and mechanical contractors who will perform work on the project.
4. The name of the licensed general contractor.

Please allow 3-5 working days for staff to complete a review of your application. You will be notified when the permit has been approved for issuance and is ready to pick up. If there are any reasons why approval cannot be given, you will also be notified.

## General Guidelines

1. Ceiling heights. Habitable spaces, hallways, bathrooms, toilet rooms, laundry rooms and portions of basements containing these spaces shall have a ceiling height of not less than seven (7) feet. Portions of basements that do not contain habitable space, hallways, bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than six (6) feet eight (8) inches. Beams, girders, ducts or other projections may project to within six (6) feet four (4) inches of the finished floor.
2. Smoke detectors are required in each bedroom, outside of the bedrooms in the common hallway serving the bedrooms. At least one smoke detector is required on each floor of the house, including the basement.
3. Hard-wire, battery back-up, smoke detectors may be located where construction allows. Battery operated smoke detectors may be installed in areas not affected by new construction.
4. Carbon monoxide alarms shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms.
5. Tubs and showers cannot be in the same room as water heaters, furnaces and other gas fired appliances, unless they have a sealed combustion chamber. Gas fired furnaces and/or water heaters cannot be accessed through a bedroom, bathroom or closet, unless they are direct vent furnaces and/or water heaters.
6. Pressure treated lumber must be used as the bottom plate for walls that rest on concrete floors.
7. An owner occupant may do his or her own work including electrical, plumbing and/or mechanical work. If a person or business is hired to do this work, they are required to have the appropriate City of Salina building, electrical, mechanical or plumbing contractor's license.
8. All basement finish projects shall be required to have an emergency escape and rescue window with a minimum net clear opening of 5.7 square feet. A maximum sill height of 44", as measured from the finished floor to the bottom of the clear opening, is required.