

Basement Remodel Permits

City of Wadsworth

This guide provides information on obtaining Basement Remodel Permits in the City of Wadsworth.

Building & Electric Permits Are Required for constructing/finishing walls in basement areas. Plumbing Permits are also required when bathroom or sink facilities are to be provided.

Step 1) Prepare a Floor Plan showing the proposed construction area.

Building Plans Should Include:

- Floor plan showing the intended use of rooms, locations of appliances and plumbing fixtures, smoke & CO alarms, window locations & size + distance from nearby doors; exterior door height above grade.
- A cross section showing details of the components of the wall framing, insulation, and ceiling finishing.

Step 2) Permit Application Submission & Payment

• Please submit any Zoning and Building Permit applications & site plans at this time by email or mail with an email address included.

• Payments (checks) may accompany the applications if mailed, or be made after permit approval with a credit card by phone.

Zoning Permit = \$ 25.00

Building Permit = \$ 50.00 + \$.15 per Square Foot Total = \$75.00 + \$.15/Sq'

• Receipts and permits will then be returned by email if possible or mailed.

• Please email or call the office for instructions on handling large sets of plans, or with other questions.

Application Submission: jstefl@wadsworthcity.org 330-335-2753

Construction Questions: khall@wadsworthcity.org 330-335-2780

Checks Payable to: City of Wadsworth

Mailing Address: Building Department
City of Wadsworth
120 Maple Street
Wadsworth, OH 44281

[PERMIT APPLICATIONS](#) ↓

RESIDENTIAL BUILDING/ZONING PERMIT APPLICATION

CITY OF WADSWORTH 330-335-2753

PERMIT ISSUANCE ___/___/___

PERMIT # _____

Applicant Information – (Applicant is the Owner or Contractor)

APPLICANT/(Owner/Contractor) _____ EMAIL _____
 JOB ADDRESS _____
 PROJECT DESCRIPTION _____
 OWNER _____ PHONE _____
 OWNER ADDRESS _____
 CONTRACTOR _____ PHONE _____
 CONTRACTOR ADDRESS _____ PHONE _____
 ESTIMATED COST OF CONSTRUCTION\$ _____ (Cost of Materials and Labor. Excludes Lot.)

*FRONT SETBACK N/A if in Rear _____ BASEMENT AREA ... (Not Crawl Space)..... _____
 *LEFT SETBACK..... _____ FIRST FLOOR LIVING AREA..... _____
 *RIGHT SETBACK..... _____ SECOND FLOOR LIVING AREA..... _____
 *REAR SETBACK..... _____ GARAGE AREA _____
 *HEIGHT ABOVE GRADE..... _____ TOTAL BUILDING AREA (SQ. FT.) _____

(*SETBACKS INCLUDE OVERHANGS, CHIMNEYS ETC.)

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER OF RECORD TO MAKE THIS APPLICATION AS HIS AGENT; AND I CERTIFY THAT ALL INFORMATION FURNISHED ON THIS FORM IS ACCURATE; AND I AGREE TO CONFORM TO ALL APPLICABLE CODES OF THE JURISDICTION; AND OBTAIN FINAL INSPECTION APPROVAL BEFORE OCCUPANCY OF THE STRUCTURE. I CERTIFY THAT THE CODE OFFICIAL, OR HIS REPRESENTATIVE, SHALL HAVE AUTHORITY TO ENTER AREAS COVERED BY THIS PERMIT AT ANY REASONABLE HOUR TO ENFORCE PROVISIONS OF THE APPLICABLE CODES. I UNDERSTAND WHAT INSPECTIONS ARE REQUIRED, AND WHEN, AND HOW TO REQUEST AN INSPECTION.

- CALL THE CITY OF WADSWORTH AT 335-2753 FOR BLDG., ELECTRIC, HVAC, INSPECTIONS.
- CALL MEDINA CO. HEALTH DEPT. AT 723-9668 FOR ALL PLUMBING PERMITS.

SIGNATURE OF Owner/Agent _____ DATE _____



PRINT NAME _____

Official Use Only – Do Not Write Below This Point

Use _____ Conditional

Plan. Com. Approval Date _____ Zoning District _____
 B.Z.A. Approval Date _____ Parcel # _____
 In Flood Hazard Area?..... Yes _____ No _____ City Lot # _____

Fee Computation

CONSTRUCTION BASE FEE	\$ _____ . _____	BP
BUILDING AREA (SQ. FT.) (x \$.15)	\$ _____ . _____	BP
FIREPLACE OR ADDITIONAL HVAC..... (\$25.00 ea.)	\$ _____ . _____	BP
ZONING PERMIT FEE	\$ _____ . _____	ZP
RECREATION ACQUISITION FEE	\$ _____ . _____	DA
RECREATION DEVELOPMENT FEE.....	\$ _____ . _____	DR
DEMOLITION FEE	\$ _____ . _____	PM
OTHER.....	\$ _____ . _____	_____
OTHER.....	\$ _____ . _____	_____
OTHER.....	\$ _____ . _____	_____
TOTAL PERMIT FEES	\$ _____ . _____	Total

ZONING OFFICIAL / DEPUTY APPROVAL _____ DATE _____

BUILDING OFFICIAL / DEPUTY APPROVAL _____ DATE _____

ELECTRIC PERMIT – City of Wadsworth

JOB ADDRESS _____ **Permit #** _____

Applicant: _____ Bldg. App _____

Owner _____ Email _____

Owner Address _____ Phone _____

Electric Contractor _____ Reg # _____

Contractor Address _____ Phone _____

Permitted Work: *New Const. Addition Basement Alt. Add AC Pool CHIP

Service/Entrance Installation - Amps _____ Misc. 5 Receptacles

Other _____

-
Base Fee \$ _____ **+** (_____ **sq. ft. X \$.05 /sq. ft.) = TOTAL \$** _____

* *Supply System Description Form for New Construction.*

I hereby certify that I am the owner of record of the named property, will perform the work personally, and intend to reside at this location for at least one year; **or** I am a City of Wadsworth registered electrical contractor and am authorized by the owner to make this application. I agree to conform to all applicable codes of this jurisdiction and obtain final inspection approval. I certify that the Building Official, or his representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the applicable codes. **Call the City of Wadsworth at 335-2753 for inspections by 2:00 p.m. the previous day.**

Electrical Contractor or Owner -Sign

Print Name

Date

Electric Permit issued by:

Building Official or Deputy

Date

TYPICAL BASEMENT ALTERATION PLAN REVIEW

City of Wadsworth

JOB ADDRESS _____ DATE _____
 NAME _____

Type Comments

Protection from Decay	All framing in contact with masonry or concrete below grade, must be separated by a moisture barrier or be pressure treated with preservatives.
Foundation Wall	All walls to be concealed by framing must be in sound and watertight.
Firestopping	All new walls shall be fire-stopped at ceiling/soffit/floor intersections (particularly between top plates and masonry foundation), with blocking, or 16" of vertical unfaced insulation; and at 10' horizontal intervals for studs.
Insulation	Insulation is recommended for exterior walls. If a vapor barrier is installed (not required), there shall be one on the interior of the insulation, and is recommended to have a permeability rating between 2 and 5. Insulating materials are not to be left exposed unless rated for exposure.
Bedroom Egress	Below grade bedrooms require an access window or door inside the bedroom, with a minimum 20" wide, 24" high opening that is 5sq.' total, and sill height of 44", or other approved means. A 3'x3' exterior area at sill height is required with egress ladder/stairs.
Ceiling Height	A minimum ceiling height of 6' 8" is required in existing basements. Obstructions can project to 6'4" of floor.
Under Stair Area	Under stair areas that are fully enclosed with walls require drywall on both sides of the walls, and under stairs.
Ventilation	Basement baths containing a toilet or tub/shower require an operable 3sq.' operable window or a fan vented to the exterior.
Smoke/ Carbon Monoxide Alarms	A hardwired smoke alarm containing photoelectric technology is required outside of each <i>new</i> bedroom. An ionization smoke alarm must used inside a new bedroom if not existing elsewhere in the basement. UL2034 battery or hardwired carbon monoxide alarm is required to be installed outside of any <i>new or existing</i> sleeping area(s) of the dwelling.
Heating Appliances	Furnaces and HW tanks are not permitted in <i>storage</i> closets. Adequate combustion air must be available from adjacent spaces, from adjacent rooms, thru louvered doors, 2 wall mounted grilles, or from outside. Work space in front of the units is required per manufacturer, or 30". Furnaces require a light in the vicinity and an outlet within 25'. A motor disconnect switch is required in sight of the appliance
Electric/Plumbing	Obtain electric permits (Bldg. Dept.), and plumbing permits (Medina Co. Health Dept.) for new wiring and plumbing lines. Obtain rough inspection approvals before framing inspection, and covering of walls/ceilings.
Electrical Wiring	Exposed wiring in unfinished walls must be in conduit or covered with drywall or plywood. Service panels can't be located in closets or bathrooms; in damp locations; below water/drain lines; must have 36" deep x 30" wide x 78" high clearance in front
Water Meters	Boxed in water meters require adequate access and working space to replace or maintain the meter as necessary.

BASEMENT REMODEL INSPECTION GUIDELINES

City of Wadsworth

Where To Call For Building And Utility Inspections;

Building, HVAC, and ALL Electrical Inspections, _____ **330-335-2753**
Plumbing inspections - Medina County Health Dept _____ 330-723-9523

Questions Relating To Building Procedures Should Be Directed To:

Kevin Hall, Building Official _____ 330-335-2780
Jennifer Stefl, Administrative Assistant _____ 330-335-2753

The City of Wadsworth Building Department is located at 120 Maple Street, Wadsworth Ohio. Business hours are Monday through Friday from 7:30 a.m. to 4:30 p.m.

Building and HVAC Inspections should be requested by 9:00 a.m. the day the inspection is needed by scheduling an inspection at (330) 335-2753 or leaving a message on voice mail, which is available 24 hours a day. Electrical inspections must be scheduled by 2:00 p.m. on the day before the inspection.

Following is a schedule of building inspections which may be required for each dwelling, building, addition, deck or alteration:

REQUIRED BUILDING PERMIT INSPECTION PROCEDURES

- Rough Plumbing** – Inspected by Medina County Health Dept., 4800 Ledgewood Drive, Medina, Ohio. 330-336-4136. Any part of plumbing system that will be covered is inspected.
- Rough Electrical** - Any part of electrical system that will be covered is inspected.
- Rough Frame** - Performed after Plumbing and Electrical inspections are approved.
- Insulation** – May be performed after Rough Building Inspection for outstanding fire-stopping issues approval,
- Final Electric** - Performed at the completion of the electrical wiring. Power and lighting distribution, all electrical devices, outlets, fixtures, panels, and grounding are inspected.
- Final Plumbing** - Performed after the completion of all water supply, and sanitary drainage systems by the Medina County Health Dept.
- Final Building Inspection and Occupancy Permit** - Performed after approval of all other inspections: