



City of Johnston

Basement Finish Requirements

A Building Permit for Basement Finish is required when any owner or authorized agent who intends to construct, enlarge, alter, repair, move, or demolish this area or to erect, install, enlarge, alter, repair, remove, convert or replace electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the 2003 International Building Code, or cause any such work to be done.

The steps for submitting required Building Permit Application are as follows:

1. Building Permit Application:
 - a. Building Permit Application is to be picked up at the Building Dept. office in City Hall, 6221 Merle Hay Rd. The Building Permit Application is pressure sensitive, three part, and numbered.
 - b. In the description, please write “Basement Finish” and the total square feet you are finishing.
 - c. Every permit issued shall become invalid unless the work on the site authorized by such Permit is started within 180 days after its issuance, or if the work authorized on the site by such Permit is suspended or abandoned for a period of 180 days after the time the work is started. The Building Official is authorized to grant, in writing, one or more extensions of time for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.
2. Provide a floor plan of the whole basement:
 - a. Show areas to be finished, areas unfinished, and if applies, areas previously finished
 - b. Show all wall lengths in feet
 - c. Show stairs location and label “top” of stairs
 - d. Show egress locations (egress windows or walk-out doors). If “Daylight windows”, please give area of opening when window is open.
 - e. Show location(s) of any plumbing
 - f. Show furnace area
3. Basement Finish fees are calculated on a square foot basis for only the actual square foot you are finishing.
4. Electrical, Plumbing, and Mechanical Permits are separate permits and must be paid for by whoever is doing the work. Subcontractors need to be licensed in the City of Johnston, they usually know this, and come in to get the permits. The owner doing the electrical or plumbing work does not need to be licensed and can pay for the electrical or plumbing permit at the same time as the Building Permit.
5. The review process for a Building Permit takes a minimum of (5) five working days.
6. **It is the Applicant’s responsibility to call the Building Permit Technician (727-7778) for the status of their Building Permit Application.**
7. Applicant pays for the approved permit or corrects reasons for denial. The City accepts check or cash only.
8. Inspections: (2) two required. If breaking up the floor for plumbing work, then an additional inspection is required before this under slab work is covered up.
 1. Plumbing Inspection, if plumber breaks up the floor.
 2. Framing and Rough-ins, all is completed except insulation and drywall.
 3. Final, all is completed.
9. Please call the Building Permit Technician at (515) 727-7778, if you have any questions.