

Basement Finish Requirements



IN ORDER TO REMODEL A BASEMENT IN THE CITY OF JOHNSTON, YOU MUST OBTAIN A PERMIT, AND PASS AN INSPECTION.

OBTAINING A PERMIT

To obtain a permit, you will need the following information:

- Building Permit Application - pick up at our office.
- A floor plan of the whole basement:
 - Show areas to be finished, areas unfinished, and if applies, areas previously finished
 - Show all wall lengths in feet
 - Show stairs location and label "top" of stairs
 - Show egress locations (egress windows or walk-out doors). If "Daylight windows", please give area of opening when window is open.
 - Show location(s) of any plumbing
 - Show furnace area

INSPECTIONS

- Two (2) required. If breaking up the floor for plumbing work, then an additional inspection is required before the work under the slab is covered up.
- Plumbing inspection, if plumber breaks up the floor.
- Framing and rough-ins, all is completed except insulation and drywall.
- Final, all is completed.
- Inspections can typically be scheduled the same day as requested. To schedule, call the Building Permit Technician at (515) 727-7778.

A large, stylized cursive logo of the word "Johnston" in black ink.

City of Johnston
Building Department
6221 Merle Hay Road
PO Box 410
Johnston, IA 50131-0410
Ph: (515) 727-7778
Fax (515) 278-2033
www.cityofjohnston.com
buildingdepartment@ci.johnston.ia.us

GENERAL GUIDELINES

1. 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.
2. Building Permit Application is to be picked up at the Building Department office, Johnston City Hall, 6221 Merle Hay Road.
 - A. In the description, please write "Basement Finish" and the total square feet to be finished.
 - B. A permit that has been issued will become invalid if the authorized work on the site does not start within 180 days after its issuance, or if the authorized work is suspended or abandoned for a period of 180 days once the work has 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.
 - C. Basement Finish fees are calculated on a square foot basis, based on the actual square footage to be finished.
3. Electrical, Plumbing, and Mechanical Permits are separate permits and must be paid for by whoever is doing the work. Subcontractors need to be registered in the City of Johnston. They usually know this, and come in to get the permits.
4. An owner who is installing his/her own plumbing does not need to be registered and can pay for the plumbing permit at the same time as the building permit.
5. The owner, when residing at the property, can do the electrical work and does not need to be registered. They are required to pass a written exam provided by the City of Johnston. For more information, call 727-7778.
6. The review process for a Building Permit takes a maximum of (5) five working days.
7. **It is the Applicant's responsibility to call the Building Permit Technician at 727-7778 for the status of their Building Permit Application.**
8. Applicant pays for the approved permit or corrects reasons for denial. The City accepts check or cash only.



Call Before You Dig!
1-800-292-8989

Notification service for locating underground