



# Basement Finish Requirements

**IN ORDER TO REMODEL A BASEMENT IN THE CITY OF JOHNSTON, PERMITS AND INSPECTIONS ARE REQUIRED**

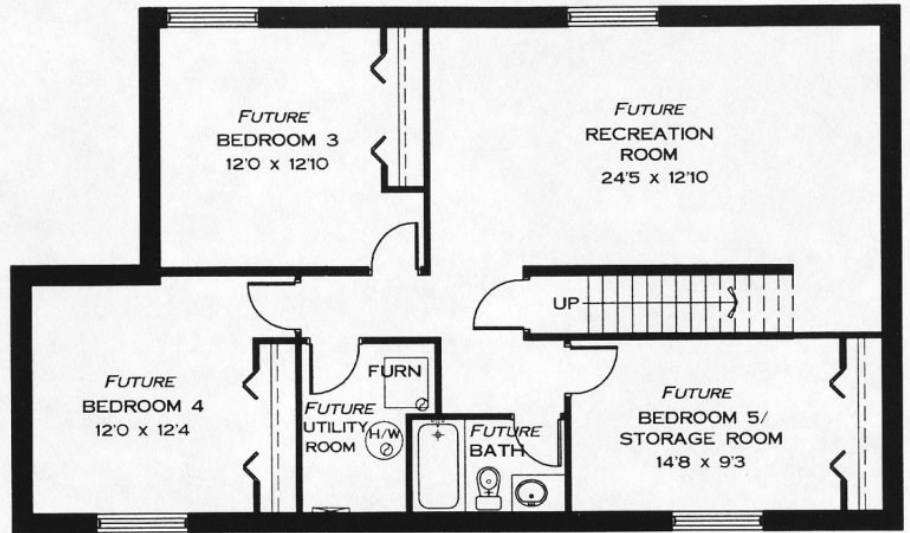
- Building Permit Application from the website or City Hall
- A floor plan of the entire basement with:
  - All areas noted as finished or unfinished; and if applies, previously finished
  - Show all room dimensions in feet/inches
  - Show stairs location and label “top” of stairs
  - Show egress locations (egress windows or walk-out doors). Please give size of opening when window is open.
  - Show location(s) of any plumbing fixtures
  - Show furnace area
- Email your application and drawings for review to: [buildingdepartment@cityofjohnston.com](mailto:buildingdepartment@cityofjohnston.com)

## INSPECTIONS

- If breaking up the floor for plumbing work, an inspection is required before the work under the slab is covered up.
- Framing, electrical, and plumbing rough-in inspection prior to insulation, drywall, or other finishes.
- Final, all work is completed before use.
- Inspections can be scheduled by calling the Building Department at (515) 727-7778.

## GENERAL GUIDELINES

1. A permit for Basement Finish is required when any owner or authorized agent intends to change the use of or otherwise divide space for habitability in the basement as regulated by the 2021 International Residential Code.
2. Electrical, Plumbing, and Mechanical Permits are separate permits. Subcontractors must have a state issued license on file with the City of Johnston.
3. An owner who is installing their own plumbing does not need to be licensed and must obtain a plumbing permit at the same time as the building permit.
4. The owner, when residing at the property, can do the electrical work if they pass a written exam provided by the City of Johnston as mandated by the State of Iowa. For more information, call 515-727-7778.
5. The review process for a Building Permit may take 5-10 working days.



City of Johnston  
 Building Department  
 6221 Merle Hay Road  
 PO Box 410  
 Johnston, IA 50131-0410  
 Ph: (515) 727-7778  
[www.cityofjohnston.com](http://www.cityofjohnston.com)  
[buildingdepartment@cityofjohnston.com](mailto:buildingdepartment@cityofjohnston.com)

