

COUNTY OF KANE

DEVELOPMENT DEPARTMENT
Building and Community Services Division
Mark D. VanKerkhoff, AIA, Director
Building Officer



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BASEMENT CERTIFICATION

Building Permit Number: _____ (required)

Building Permit Address: _____ (required)

It is the responsibility of the builder, owner, contractor purchaser or future owner to apply for an additional building permit to convert any areas of unfinished basement to habitable space. The purpose of this certification is to document the condition of the basement at the time of the Certificate of Occupancy for a single family residence or a permit to finish all or part of an unfinished basement.

The undersigned acknowledge the requirements for building permits and inspections for converting any unfinished basement areas into habitable space even though the original construction of the residence may include construction and features that anticipate future remodeling and occupancy for additional habitable space. These features may include doors, windows, egress windows for potential sleeping rooms, rough in for future bathrooms, wood stud walls, provisions for future fireplaces, and spare breakers in the electrical service panel. Installation of such features do not constitute any pre-approvals for future permits or uses and must be included on floor plans when a building permit to finish the basement is applied for in the future.

SF Area of **finished** basement that was permitted and inspected for use as habitable space as part of the above permit at time of Certificate of Occupancy: _____ (zero SF if entire basement is unfinished)
_____ number of sleeping rooms per code
Required Signatures: _____ (with egress window and smoke detector)

Property owner:

Date: _____

Printed name

Contract Purchaser (if under Contract or deposit)

Date: _____

Printed name

_____ check here if there is no contract purchaser

The owner shall disclose and provide a copy of this certification to the next owner upon sale of the property.

FOR OFFICE USE ONLY

Received by: _____ Date: _____ Via: _____ Entered on KPASS _____