

**Township of Verona**  
Basement Renovation / Alterations

**General Notes:**

1. Provide a copy of the contractor's current Home Improvement Contractor Registration card, if applicable.
2. Two (2) sets of building plans are required with a permit application. All drawings must be signed by the homeowner or signed & sealed by a New Jersey licensed Architect or Engineer. Drawings must include work site location, property owner's name(s) and address.
3. The Certification in Lieu of Oath Owner's section of the permit application must be completed unless plans are drawn by a New Jersey licensed Architect or Engineer.
4. Properly filled out applicable sub-code technical sections. Contractors must sign (& seal, where applicable) sub-code technical sections.
5. Include wiring diagram for electrical work (receptacles, switches, devices, etc).
6. A plumbing and/or gas riser diagram for any new piping being installed is required.
7. Provide framing detail. (see attached section)
8. Vertical fire blocking is required every ten (10) feet.
9. Show wired smoke detector and carbon monoxide detector locations proposed on the floor plan.
10. Specify the use of new space and label plan accordingly (Playroom, laundry, office, etc.)
11. Must fire block perimeter (see attached section).

## **Township of Verona**

### **Basement Renovation / Alterations continued**

#### **Detailed Basement Renovation/ Alteration Notes:**

All drawings should indicate owner's name, address of job site, block and lot number. To draw your own plans, you must be the owner and occupant of said property, and the property must be single family detached residence. If not, you will need drawings prepared, signed & sealed by a New Jersey licensed Architect or Engineer Professional. The homeowner's signature must be on the plans that they prepare and Certification in lieu of Oath in the Construction Permit Application folder.

The drawings submitted shall include the following information:

- (a) Show entire basement floor plan including unfinished and proposed finished areas, indicating partitions, doors, windows, stairways, guardrails, handrails, closets, columns, electric layout, heating layout, furnace, hot water heater, chimney, floor covering, smoke detectors, plumbing and gas riser diagram if applicable.
- (b) Show wall section, indicating stud sizes, stud spacing, fire stopping, optional insulation, wall covering materials, ceiling material, ceiling height, Height to girders and height to heat ducts, if applicable.
- (c) When constructing walls, if using wood any wood in contact with concrete/ masonry must be treated. Unless separated by an impervious moisture barrier.
- (d) A room in a basement may not be used as a bedroom unless the room has a means of egress, an approved door directly to the outside, or a means of egress window and meeting the requirements of "H" below.
- (e) Guards: Any newly created walking surfaces and open sides of stairs more than 30" above grade shall have guards not less than 36" measured vertically from the stair nosing and not less than 36" above a walking surface. Balusters or spindles shall be constructed so a 4" sphere cannot pass. (Exception: The triangular opening at the bottom of a rail guard and stair shall not allow the passage of a 6" sphere). Guards shall be constructed to withstand a 200-pound load in any direction along the top rail.