



# Basement Finishing Permit Requirements

Submit all application materials to: [permits@montgomeryil.org](mailto:permits@montgomeryil.org)

Complete ALL yellow highlighted sections of the Permit Application (except Julie #) and submit with the following:

In description state the scope of the project (if adding any bathrooms, bedrooms, etc.)

Contractor Listed (Company name) -or- put "Home Owner" if doing yourself, also see page 2.

Construction Plans/Drawings as Described below. No freehand drawings will be accepted.

## Plans/Drawings must include:

- Label all rooms
- Show all electrical outlets, switches, lighting, and smoke detectors.
- Show locations of HVAC supply/returns, escape windows and plumbing details (indicate if underground is already existing)

## General Requirements:

- All electric to be in conduit and follow National electric code as adopted.
- All plumbing to meet current State of Illinois Plumbing Code as adopted
  - Copper water lines, PVC drain lines
- All bedrooms need an escape window.
- Treated lumber for bottom plates.
- Provide combustion air for furnace room- high/low ducts.
- All enclosed rooms need supply/return ducts.
- Bathroom to have exhaust fan-vented to exterior.
- Smoke detectors in main room and bedroom(s).
- Smoke/Carbon monoxide detector within 15' of any bedroom doorway.
- Fire stopping all exterior walls and top plate penetrations.

## Inspections Required:

Rough Framing, Electrical, Mechanical & Plumbing (if present), Insulation and Final Building and Plumbing (if present)



200 N. River St., Montgomery, IL 60538 Main: 630/896-8080

## HOMEOWNER INSTALLATION NOTARIZED STATEMENT FORM

(Does not apply to commercial or rental property.)

In accordance with section 6-105 of the Village of Montgomery Village code of ordinances, I hereby certify that I, \_\_\_\_\_, am the owner of \_\_\_\_\_

(Name)

(Address)

and will be doing my own Building, Electrical, Plumbing and/or Mechanical installations. All installations will conform to the Village of Montgomery's adopted code requirements. By signing this form, I attest that I am fully qualified to perform these installations, and understand that Village inspections are required. I further understand and acknowledge that any such work that is not performed by myself shall be performed by a certified contractor who shall be licensed as required by the Village of Montgomery's Contractor Licensing Program. These names shall be provided to the Village of Montgomery to be included on the permit records.

I further acknowledge that I am fully responsible for having knowledge of and ensuring compliance with all applicable laws, codes, ordinances, regulations and Village of Montgomery inspection procedures and requirements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

STATE OF )  
ILLINOIS ) SS.

COUNTY OF KANE & KENDALL

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Before me, the undersigned, a Notary Public in and for the County and State aforesaid came \_\_\_\_\_ who is personally known to me to be the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
Notary Public  
(seal)

My appointment expires: \_\_\_\_\_