



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 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 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 the time of Certificate of Occupancy :

_____ (zero SF if entire basement is unfinished)

_____ number of sleeping rooms per code (with egress window and smoke detector)

Required Signatures:

Printed Name of Property Owner : _____

Signature of Property Owner: _____

Date Signed: _____

If Contract Purchaser:

Printed Name of Contract Purchaser: _____

Signature of Contract Purchaser: _____

Date Signed: _____

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