



**OFFICE OF BUILDING INSPECTION  
INFORMATION REQUIRED TO INSTALL A REC ROOM**

**VILLAGE REQUIREMENTS:**

1. Two sets of detailed floor plans of the Rec-Room to include materials and dimensions.
2. A completed Village of Richfield Building Permit Application.
3. If building a bedroom, an egress window must be installed in the bedroom. Minimum clear opening must be 20"x24" and sill height not must not be over 46" from the floor.
4. A hard-wired/battery back-up smoke detector & C.O. alarm must be mounted in the bedroom and outside the bedroom in the immediate area.
5. At a minimum, 8% of the habitable room must have natural light and ventilation.
6. Electrical panels are not allowed in closets or in bathrooms.
7. A separate Electrical Permit, Plumbing Permit and HVAC permit may be required, depending on scope of work.
8. See Fee Schedule for current fee and plan review fee.

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