



OFFICE OF THE BUILDING INSPECTION INFORMATION REQUIRED TO FINISH A BASEMENT/REC ROOM

A basement is defined as “that portion of any building located wholly or partly below the average adjoining lot grades” in Appendix E of Chapter 170 of the Village Code.

REQUIRED APPLICATION MATERIALS:

- Two sets of detailed floor plans of the area which includes materials and dimensions (All rooms must be labeled/identified)
- A completed Village of Richfield Building Permit Application
- All necessary building permit fees:
 - \$.34 per square foot
 - \$11.00 per \$1,000 of Total Project Cost; no maximum (where square footage cannot be calculated)
- A separate Electrical Permit, Plumbing Permit, and HVAC Permit may be required, depending on the scope of work
 - \$60.00 minimum for all permits
- Plan Review fees:
 - \$75.00

PROJECT REQUIREMENTS:

- If building a bedroom, an egress window must be installed in the bedroom
 - Minimum net clear opening must be 20”x24”
 - The lowest point of the net clear opening may not exceed 46” from the floor
- A hard-wired/battery back-up smoke detector and C.O. alarm must be mounted inside the bedroom and outside the bedroom in the immediate area
- A minimum of 8% natural light and 4% natural ventilation shall be provided for bedrooms
- Electrical panels are not allowed in closets or in bathrooms

BUILDING INSPECTOR INFORMATION:

Joe Tillmann, Inspector – inspector@richfieldwi.gov
(Office Hours: Tuesday and Wednesday from 7:30AM to 8:45AM and from 12:30PM to 1:15PM)

Greg Darga, Inspector – inspectorii@richfieldwi.gov
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