

## SAMPLE GUIDE FOR FINISHED BASEMENT REQUIREMENTS IN ONE- AND TWO-FAMILY DWELLINGS

**\*\*\*AT THE COMPLETION OF THE JOB, A CERTIFICATE IS SENT VIA EMAIL ONLY. INCLUDE AN EMAIL ADDRESS FOR BOTH THE PROPERTY OWNER & CONTRACTOR\*\*\***

A Zoning Permit Fee of \$50.00 payable to “Bernards Township” is due upon submittal of any Construction Permit Application that requires Zoning Review. This fee is applicable to all basements that will include a bathroom, kitchen/kitchenette, or bedroom.

1. Complete the following forms and technical sections as applicable. ***UCC FORMS PRINTED FROM THE INTERNET OR COPIES OF UCC FORMS SHALL BE SUBMITTED SIGNED & SEALED AS REQUIRED. UCC FORMS SHALL BE LEGIBLE AND NOT HAVE OFFICE ONLY SECTIONS BLACKED OUT, AND UCC FORMS SHALL BE PRINTED IN THE CORRECT PORTRAIT OR LANDSCAPE FORMAT***

- [ ] [Construction permit application folder](#).
- [ ] [Building Subcode technical section](#). (include estimated cost of building work)
- [ ] [Electrical Subcode technical section](#). (See note below. \*)
- [ ] [Plumbing Subcode technical section](#). (See note below. \*)
- [ ] [Mechanical Subcode technical section](#). (if applicable)
- [ ] [Fire Subcode technical section](#). (See section 9 also.)

\*NOTE: If anyone other than the homeowner performs Electrical or Plumbing work the applicable technical section MUST BE SIGNED & SEALED by the contractor who is performing the work.

\*\*If your property is subject to review/approval from a Homeowners Association (HOA) for construction work; you must submit a copy of the HOA approval with your Construction Permit Application.

\*\*\* Properties serviced by private septic systems are prohibited from having garbage disposals and/or ejector pumps regardless of the need for a construction permit. Please contact the Bernards Township Health Dept. 908-204-3070.

2. Submit **2 copies** of drawings/plans that are clear & legible. 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. If not, you will need drawings by a New Jersey Registered Architect. **The homeowner’s signature must be on the plans that they prepare and Certification In Lieu of Oath in the Construction Permit Application folder.**
3. 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 or gas riser diagram if applicable.
  - (b) Show wall cross 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. (See sample)

4. When constructing walls, if using wood, any wood in contact with concrete must be treated. Unless separated by an impervious moisture barrier.
5. A room in the 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 #10 below.
6. Guards: Any newly created walking surfaces and open sides of stairs more than 30" above grade shall have guards not less than 34" 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 rail of a 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.
7. Handrails: All newly created stairways with four or more risers require continuous handrails. Handrails shall not be less than 30" or greater than 38" measured vertically from the stair nosing. Handrails shall be continuous the full length of the stairs. Handrails shall be returned or shall terminate to a wall or post. Grip sizes shall be in accordance with 2021 International Residential Code NJ Edition, Section R311.7.8.5.
8. Combustion air is required to keep your furnace and hot water heater burning properly. The minimum combustion air which was provided prior to the basement being finished must be maintained. In order to maintain combustion air either a fully louvered door or two (2) 12" X 12" grills must be provided (High and Low) in an open wall area of the room which the appliances are located.
9. Clearance to combustibles must be maintained for the equipment and the venting.
10. Smoke Detectors and Carbon Monoxide Detectors must be installed in accordance with the Rehabilitation Subcode.
11. Required inspections: Call (908) 204-3172 between the hours of 7:30 a.m. and 3:00 p.m. to schedule inspections, or [online](#).

***CALL ONLY WHEN YOU ARE READY FOR INSPECTION.***

- a. Rough electric
- b. Rough plumbing (if applicable)
- c. Framing, rough mechanical i.e.: Exhaust fans
- d. Insulation (if applicable)
- e. Final electric
- f. Final plumbing (if applicable)
- g. Final fire protection
- h. Final building

If you have any questions about these or any other requirements, please call  
Dennis Bettler, Construction Official @ 908-204-3030 or e-mail [dbettler@bernards.org](mailto:dbettler@bernards.org)

**\*\*SAMPLE ONLY\*\***

This will not be accepted for  
Plan Review. Wall Section Detail must  
be drawn by plan preparer

