



Inspections & Permits Department
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PERMIT SUBMITTAL GUIDE

RESIDENTIAL REMODEL/FINISH BASEMENT

TOWN of CARY

REMODEL / FINISH BASEMENT

APPLYING FOR A PERMIT:

You will need *all* of the following documents when applying through the IDT web portal:

- **Construction plans** for the entire basement drawn to a 1/4" scale. Include the following:
 1. Name and address of person designing the plan.
 2. Room labels (ex. bedroom, closet, office).
 3. Dimension plans, show finished and unfinished area square footages.
 4. For any framing being done show: size, species, spacing and span of: rafters, ceiling joists, floor joists, and beams, etc.
 5. If you are installing any footings indicate location and size.
 6. Provide sealed engineering for any removed load bearing walls or other structural modifications that are not covered by the Code.
 7. Wall construction description, example: "Perimeter and partition walls will be 2x4 studs with R-15 insulation, covered with 1/2" drywall with 1/2" air space between framing & concrete walls".
 8. Show location of all plumbing fixtures and mechanical equipment. Mechanical rooms with gas furnaces or water heaters have combustion air requirements.
 9. All habitable basements and all bedrooms need emergency egress directly to the outside, show egress on plans. Egress must meet section R310 of the NC Residential Building Code.
 10. Electrical note: Smoke detectors and Arc Fault protection must meet sections 210.71, and 210.12 of the NC Electrical Code.
 11. Stairs to upper floor must meet code, a headroom height of 6'-8" must be maintained for the entire length of the stairs.

FEES:

Fees are per the Town of Cary's current approved budget document.

INSPECTIONS:

Required inspections will be determined upon your permit application and approval.