



DEPARTMENT OF BUILDINGS FINISHED BASEMENTS GUIDELINES AND REQUIREMENTS

Over the years the need for additional space has made homeowners look to finish their basements for storage, offices, rec-rooms, or playrooms. The conversion of a basement to finished space requires a permit. The Building Department is responsible to enforce compliance with the New York State Building Codes and Village Zoning Codes therefore safety is our first concern. Improper egress from a basement or lack of proper combustion air for mechanical equipment can be hazardous.

The following guidelines are intended to assist residents with the minimum code requirements and permit process for proposed, or the legalization of, finished basements on residential properties. The references below highlight only a portion of the code, a registered design professional must be consulted for a full analysis.

Any questions regarding the process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or FPBuildings@FPVillage.org
The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

Current Code Requirements:
1. Minimum ceiling height for a finished basement in an existing structure or areas of non-habitable space is 6'-8"; new construction will require a 7'-0" ceiling height for habitable spaces. Beams, girders, ducts, pipes, etc. may project into the ceiling space if they are equal to or greater than 6'-4" above the finished floor.
2. Basements that contain habitable space, defined as a space in a building for living or eating (bathrooms, toilet rooms, closets, halls, storage, utility spaces and similar areas are not considered <i>habitable spaces</i>) require an emergency escape and rescue window or door directly to the outside. Emergency and escape rescue openings shall have a net clear opening of not less than 5 square feet. The net clear height opening shall be not less than 24" and the net clear width shall be not less than 20". The window sill height may not be more than 44" above the finished floor and when the sill is below grade, a window well must be provided. Stairs must meet the proper stair width of 3 feet and headroom of 6 foot 8 inches and have code compliant guards and handrails. *Note: secondary cooking areas and sleeping rooms in the basement and are prohibited by the Village Code.
3. Finished basements must be provided with natural light not less than 8 percent of floor area and natural ventilation of not less than 4 percent of floor area or mechanical ventilation and artificial illumination.
4. Hard-wired and inter-connected smoke detectors are required. Carbon Monoxide detectors are required.
5. All enclosed rooms with heating equipment require fresh air supply and must meet required clearances as per manufacturer's specifications and the residential code.
6. All electric must meet the requirements of the Building Code; National Electrical Code and a final Electrical Certificate must be obtained.
7. All plumbing must meet the requirements of the Building Code and a plumbing permit is required.
8. All bathrooms must have exhaust fan directly vented to outside or an operable window located in bathroom.
9. Basement walls must be insulated and meet the current Energy Code.



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10. If there is valid proof that the basement was finished in a certain year, the code in effect at the time will be referenced. The owner must provide construction drawings, dated contracts, receipts and similar documents or records indicating when the construction took place to establish the time of construction and the level of compliance.
11. If the basement does not meet the ceiling height requirements, a state variance can be obtained. This process can take 1-2 months.

For additional information or to begin a NYS variance or appeal process, contact the Regional office at:
Long Island Office
Perry B Duryea Jr. State Office Building
250 Veterans Memorial Highway 2A15
Hauppauge, NY 11788-5520
Courtney Nation – 631-952-4915

Drawing Requirements:

1. All drawings must be prepared and stamped by a NYS Licensed Architect or Engineer.
2. Floor plans shall include all room dimensions including height to finished ceilings and any ceiling projections.
3. Floor plans must show location and the use of each room and include all mechanical equipment, location of electrical panels and plumbing fixture layouts.
4. Identify each Emergency Escape opening on the floor plan. Include basement window and window well sizes. Show stair width, tread and riser sizes, hand and/or guardrails and minimum headroom. Note: window wells are not permitted in the front lot per the Village Code.
5. Indicate natural light and ventilation compliance or mechanical ventilation and artificial illumination.
6. All dimensional lumber in contact with concrete must be pressure treated or protected from contact with concrete by an approved method.
7. Show fresh air supply and venting for all mechanical equipment required clearances as per manufacturer's specifications and the Building Code.
8. Identify all insulation as required by the Energy Code, provide written statement on drawings "To the best of my knowledge, belief and professional judgment, plans and specifications are in compliance with the NYS Energy Code".
9. Show all smoke detectors and carbon monoxide detectors.
10. Provide a plumbing riser diagram showing sizes of all domestic water, vent and waste piping. (if applicable)