

Park Forest Cooperative III Area J Alter Dwelling Guide for Basements

Whether remodeling your basement yourself or having a professional do the job we require the following to be observed:

1. Submission and approval of the "Alter Dwelling Form" with attached drawing and material list before work begins.
2. Drawing requires stud location, stud spacing, location of all electrical switches, outlets, gas lines, heat vents and any added lighting.
3. **NO electric boxes may be covered with drywall or hidden.**
4. All plumbing must be identified for water, waste, and vent piping.
5. All electric must be identified and in conduit, (BX and Greenfield is not allowed).
6. All gas lines must have shut off that is **Accessible**.
7. **Neither windows nor drains** may be enclosed or closed off (Fire code).
8. **All utilities must be accessible by either access panels or open display.**
9. Water main must have a wall no closer than 12" (1 foot) from pipe and wall.
10. Any serviceable window drain or valve **MUST** have an access panel.
11. The provider of service must be approved by the cooperative, village licensed, and provide all necessary insurance. (Unless member themselves are performing the work). Members must have proof of HO6 Condo insurance.
12. Any wall cross-sectioning the basement must have weep holes in base jam and caulked up to each weep hole (½ " drilled hole will meet requirements).
13. **No existing J BOX** can be enclosed, nor concealed, code violation.
14. Once preliminary project is approved each step must be inspected before proceeding to the next.
15. **REQUIRED MATERAILS:**
 - ❑ Basement floor must be either tile set in quick set or a rubber mold resistant sub floor.
 - ❑ Concrete epoxy paint can be used, as it is water resistant.
 - ❑ Studs and base channel are recommended to be aluminum.
 - ❑ Drywall required is green mold resistant, a minimum 3/8".
 - ❑ Ceiling can be suspended or drywall, drywall same as above.
16. Handrails removed must be reinstalled per village code, you may opt to change style.
17. Any bathroom built cannot block windows or change existing floor drain location.
18. One egress window is required as a second escape in case of fire, Village code.

All these rules are here to protect the member from extra cost and assure code compliance for years of enjoyment. Failure to comply can result in the project being stopped and all corrections being made before authorization to resume can be granted. Maintenance will be happy to discuss and assure a smooth project by discussing with you and/or your contractor any questions.

Adopted as a guide, August 27, 2013.