



## TOWN OF CANANDAIGUA

5440 State Route 5 & 20 West, Canandaigua NY,  
14424 (585)394-1120 - [dev@townofcanandaigua.org](mailto:dev@townofcanandaigua.org)

### INTERIOR AND BASEMENT REMODELING REGULATIONS AND INSTRUCTIONS

The below regulations apply to residential interior and basement remodeling in existing one and two family homes. A building permit is required for interior remodeling when load bearing and non-load bearing walls are added or removed, openings in interior or exterior walls are added or enlarged, plumbing fixtures are added or relocated or when electrical circuits are added or modified. All conversion or modification of basement space requires a building permit.

Typically, removing and replacing cabinets, countertops, flooring or bathroom fixtures in the same location does not require a building permit. Please contact the Building & Codes Department with questions or for clarification.

General regulations:

1. Construction drawings by a licensed architect or engineer are required when any of the following occurs:
  - a. Structural modifications to the existing home, or
  - b. Project cost exceeds \$20,000
2. Smoke and carbon monoxide alarms are required throughout the remodeled space and existing home- see attached info sheet.
3. Basement living space requires a second means of egress; either a walkout door or egress window. Sleeping rooms must have a means of egress inside the room. See attached basement remodeling info sheets.
4. Permit required- Prior to commencement of construction, a building permit must be obtained from the Building & Codes Department.
5. A certificate of occupancy must be issued by the town prior to living in the newly remodeled space.

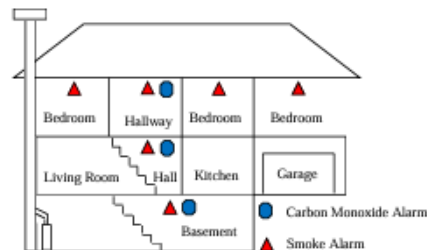
#### TO APPLY, PLEASE SUBMIT:

1. A completed building permit application form. (Online)
2. Two copies of detailed construction drawings. See attached templates for examples.
3. Two copies of the property survey map with the deck location noted- include distance to property lines.
4. Must supply the Town with proof of insurance (general liability, worker's comp and disability) or exemption (CE200).

Applications may be submitted to the Codes Dept. via Cloud Permit which can be found on our website.



## RESIDENTIAL SMOKE & CARBON MONOXIDE ALARM REQUIREMENTS



Whenever interior alterations, repairs, additions or conversions requiring a permit occur, or when one or more sleeping rooms are added or created in existing homes, the home shall be provided with smoke and carbon monoxide alarms, as required for new dwellings. The required smoke and carbon monoxide alarms must be hardwired (120 volt) with battery backup and interconnected. The alarms shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

### Exception:

Smoke and carbon monoxide alarms outside of the work area and inaccessible without damaging existing surfaces may be permitted to be battery operated. This exception only applies when there is no work occurring in the area and no common attic or crawl space is accessible.

**Smoke alarms** are required to be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements and cellars, but not including crawl spaces and uninhabitable attics.

**Carbon monoxide alarms** are required to be installed in the following locations:

1. On any story of a dwelling unit or sleeping room where fuel-fired appliances and equipment, solid-fuel burning appliances and equipment, fireplaces or attached garages are located.

Combination smoke and carbon monoxide alarms are permitted, provided the alarm is listed for such use and has distinctly different alarm signals for smoke or carbon monoxide alarm activation.



## GUIDELINES FOR BASEMENT REMODELING

Listed below are guidelines to assist you in your remodeling project. Particular situations vary from job to job making each project unique. Check with the Building & Codes Department for clarification regarding your particular project.

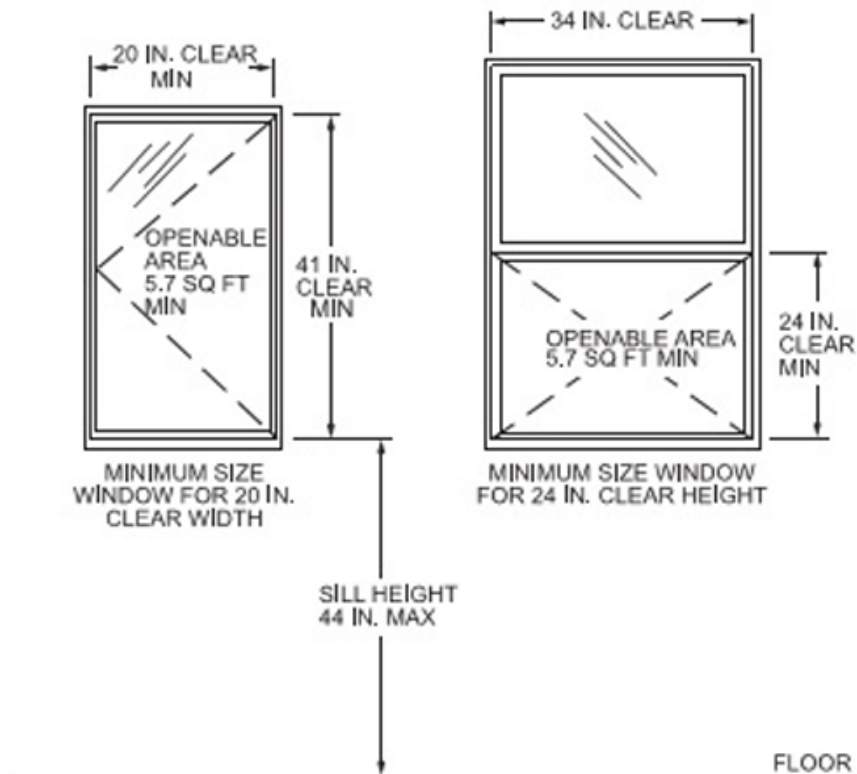
1. **Ceiling height:** Habitable space in basements must have a minimum ceiling height of 6 feet 8 inches above the finished floor. Beams, girders and ducts in such space may project to within 6 feet 4 inches of the finished floor. Existing finished ceiling heights in spaces in basements shall not be reduced.
2. **Minimum room area:** Habitable rooms shall have a floor area of not less than 70 square feet. Habitable rooms shall not be less than 7 feet in any horizontal dimension.
3. **Natural ventilation:** All habitable rooms shall be provided with natural ventilation of not less than 4 percent of the floor area of such rooms to provide natural ventilation to the outdoors via windows and or doors. Mechanical ventilation that provides 0.35 air changes per hour may be provided to meet this requirement.
4. **Combustion air:** Where the volume of the space in which fuel-burning appliances are located is less than 50 cubic feet per 1,000 Btu, other means shall be provided to bring combustion air into the space.
5. **Smoke and Carbon Monoxide alarms:** Basement and first floor alarms must be hard wired (120 volt) with battery backup and interconnected. Alarms are also required to be on the second floor adjacent to and inside each bedroom which may be battery operated.
6. **Insulation:** A moisture barrier of 6 mil plastic shall be installed against the block wall with a minimum of R-15 insulation in the framed wall.
7. **Bottom sill plate:** Must be pressure treated lumber.
8. **Heating:** Indicate location of heat runs and cold air returns.
9. **Handrails and Guardrails:** See attachment
10. **Emergency Egress Window:** See attachment



## BASEMENT EMERGENCY ESCAPE AND RESCUE OPENINGS

Basements with habitable space and every sleeping room shall have at least one emergency escape and rescue opening meeting the requirements described below. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required inside each sleeping room. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well.

1. Minimum **Clear Opening Area** shall be 5.7 square feet.
2. Minimum **Clear Opening Height** shall be 24 inches.
3. Minimum **Clear Opening Width** shall be 20 inches. Casement windows must open a full 90 degrees.
4. Maximum **Sill Height** shall be 44 inches above the finish floor. Steps or platforms are prohibited.
5. An operable exterior door can serve as the required opening, provided it leads directly to the outdoors and not through a garage.
6. See next page for window well requirements.

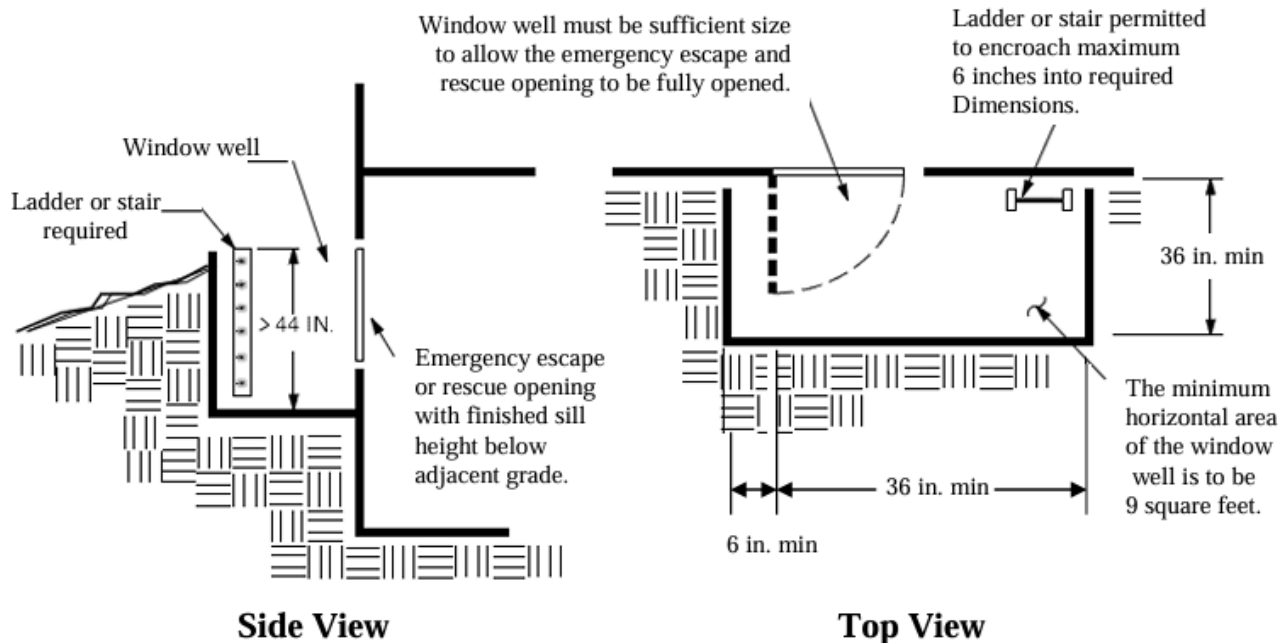




## BASEMENT EGRESS WINDOW WELLS

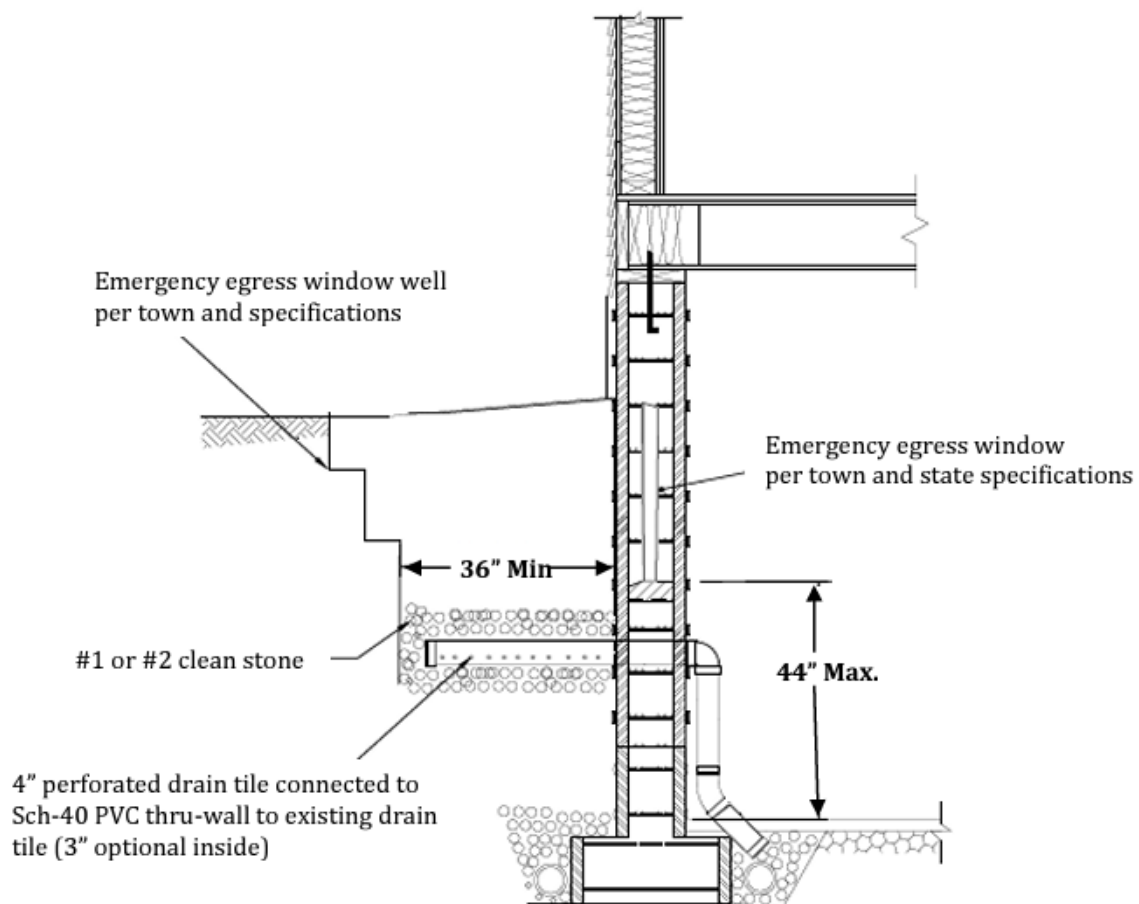
Escape and rescue windows with a finished sill height below the adjacent ground elevation shall be provided with a window well that complies with the following:

1. The minimum horizontal area of the window well shall be 9 square feet, with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened.
2. Window wells with a vertical depth greater than 44 inches shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or rungs shall have an inside width of at least 12 inches and not encroach into the required dimensions of the well more than 6 inches.
3. Drainage shall be provided per the Town of Canandaigua specifications.





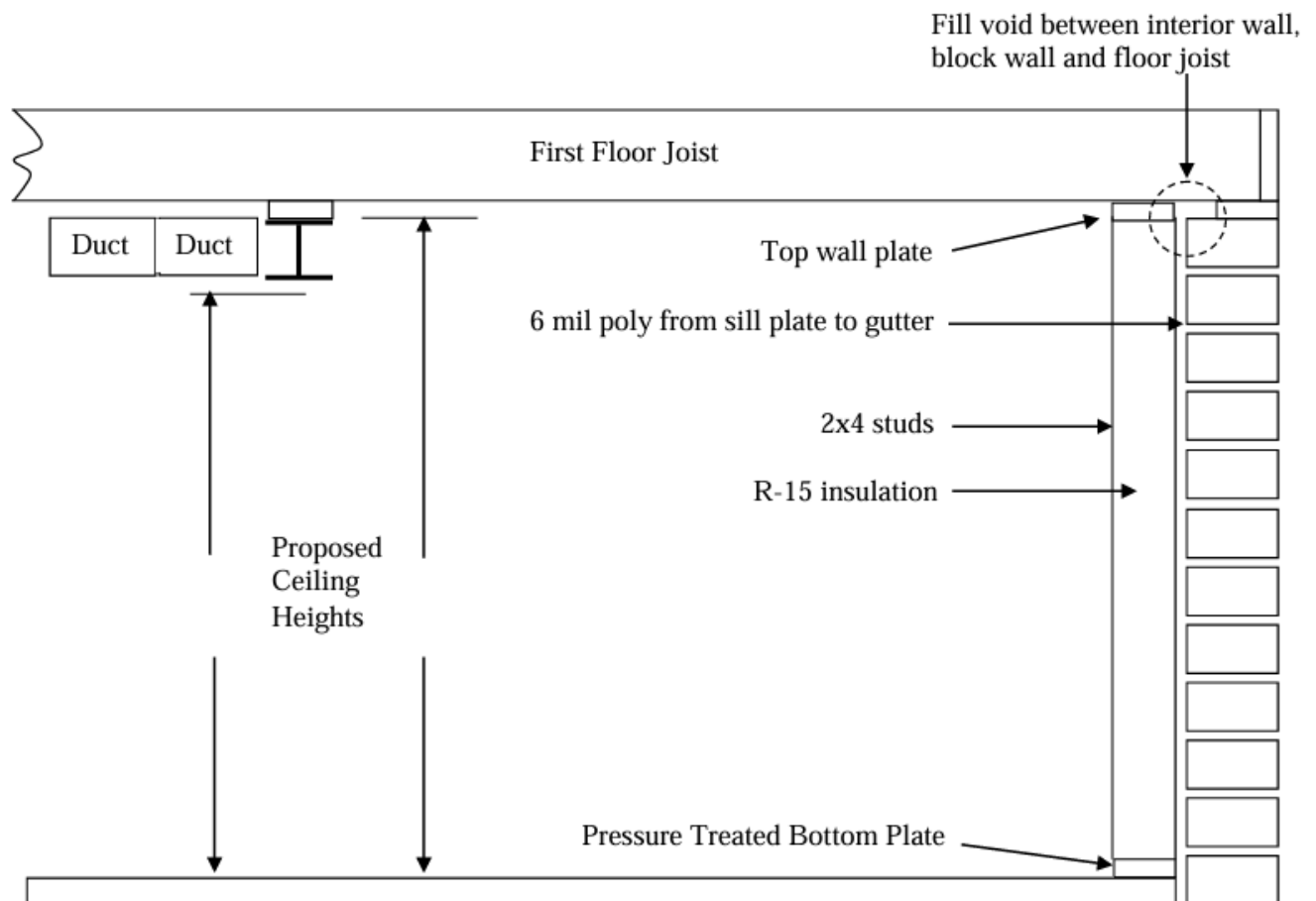
## DRAINAGE DETAIL FOR EGRESS WINDOW WELL



Alternative drainage provisions may be reviewed with the Building & Codes Department.

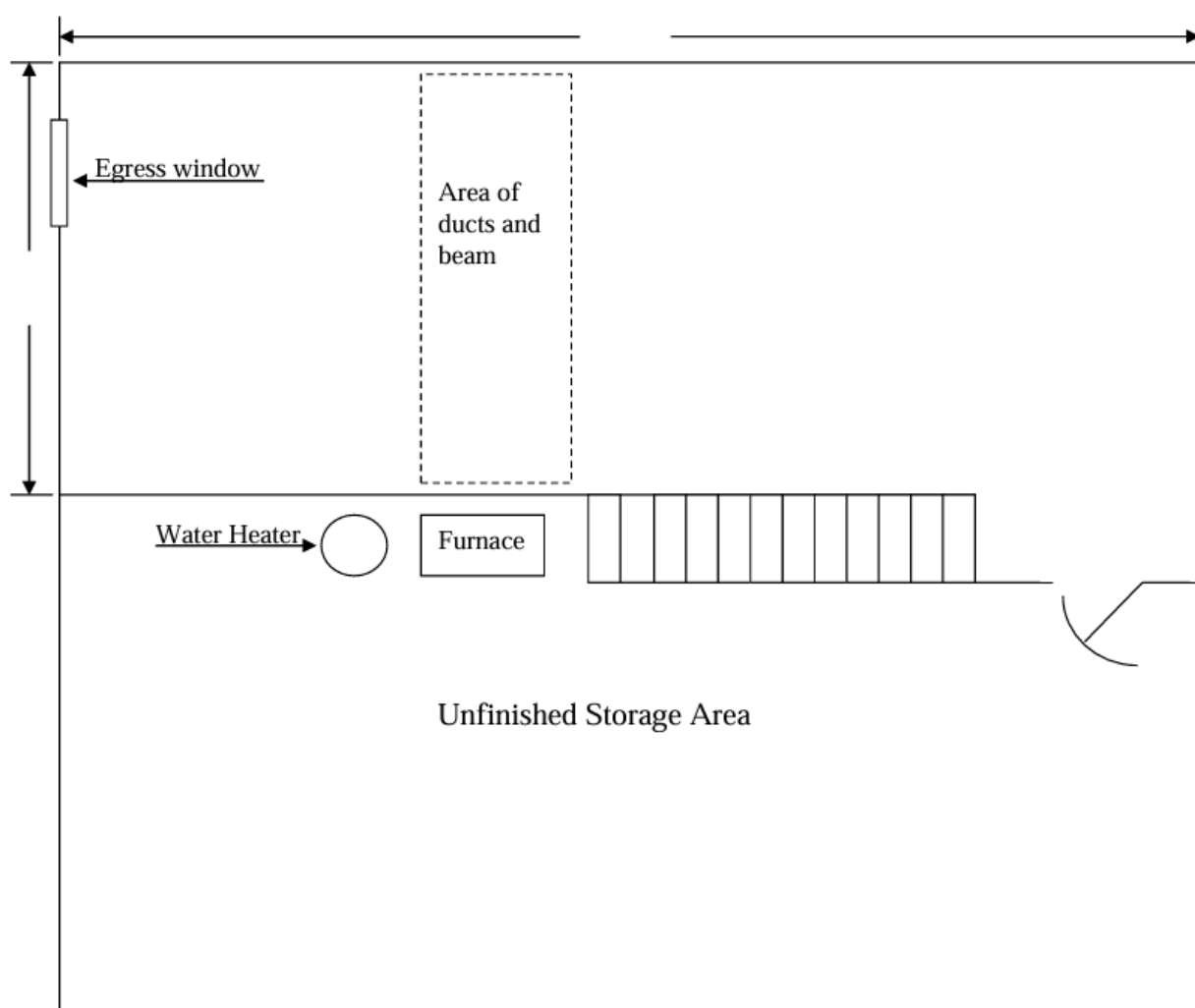


## Typical Basement Elevation View





## Typical Basement Floor Plan View







## Guidelines for Handrails and Guardrails

### Handrails and guardrails are two different components.

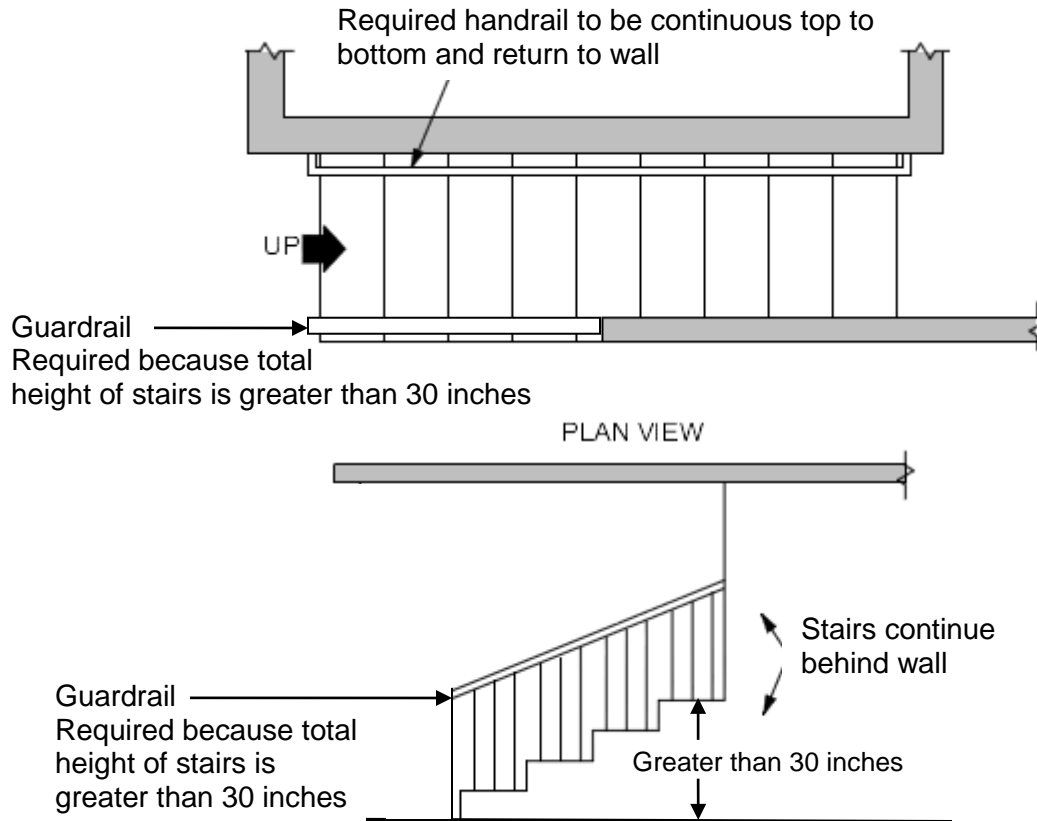
- A **handrail** is a horizontal or sloping rail intended for grasping by the hand for guidance or support.
- A **guardrail** is a building component located at the open sides of elevated walking surfaces and stairs that minimizes the possibility of a fall from the walking surface to the level below.

### Handrails:

1. Handrails shall be continuous on at least one side of each continuous run of stairs with 4 or more risers.
2. The top of handrails shall be placed not less 34 inches or more than 38 inches above the stair nosing.
3. Handrails must be continuous the entire length of the stairs, from a point directly above the top riser to a point directly above the lowest riser and return to a wall or post.
4. Handrails shall be placed at least 1-1/2 inches from any wall or other obstruction and cannot project more than 4-1/2 inches over the stairs.
5. The hand-grip area shall not be less than 1-1/4 inches or more than 2-3/4 inches in width.
  - a. **Type I:** Handrails with a circular cross section shall have an outside diameter of at least 1-1/4 inches and not greater than 2 inches. If the handrail is not circular it shall have a perimeter dimension of at least 4 inches and not greater than 6-1/4 inches with a maximum cross section dimension of 2-1/4 inches.
  - b. **Type II:** Handrails with a perimeter greater than 6-1/4 inches shall provide a graspable finger recess area on both sides of the rail. The finger recess shall begin within a distance of 3/4 inch measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch within 7/8 inch below the widest portion of the profile. This required depth shall continue for at least 3/8 inch to a level that is not less than 1-3/4 inches below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1-1/4 inches to a maximum of 2-3/4 inches. Edges shall have a minimum radius of 0.01 inch.

### Guardrails:

1. Open sides of stairs with a total rise of more than 30 inches above the floor or grade below shall have guards not less than 34 inches in height measured vertically from the nosing of the treads.
2. The requirement for guards along open sides of stairs not only applies to the portion of a stairway that is more than 30 inches above the adjacent floor, but it also applies to any portion of a flight of stairs less than 30 inches above the floor.
3. All guards shall have intermediate rails or ornamental closures that prohibit the passage of a sphere 4 inches or more in diameter. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches cannot pass through.
4. When designed properly, the top rail of a guard can also serve as the required handrail.
5. See next page for additional information.



### Handrail Profiles

