

**TOWN OF DARIEN PLANNING & ZONING DEPARTMENT**  
**Partially Finished Basement and/or Attic Information and Calculation Worksheet**

Project Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Any structure built in 2000 or before** requires a pre-inspection by a Building Official prior to submitting a Zoning and Building Permit to finish part of a basement or attic. The property owner must call the Building Department to set up that site inspection to confirm if it is possible to finish part of the basement or attic.

**BASEMENTS**

If you are proposing to finish any portion of a basement, you must submit 3 sets of detailed floor plans drawn to scale, including dimensions, of the entire basement, and must specify and label which space(s) are to be finished and which space(s) will remain unfinished (storage, garage, utilities, etc.). *The amount of finished floor area in the basement cannot exceed fifty percent (50%) of the finished portion of the first floor.*

Finished area of the first floor (existing and proposed):  
 (Do not include garages, porches, decks, breezeways, etc.) Square feet: \_\_\_\_\_

Existing finished floor area in the basement: Square feet: \_\_\_\_\_

Proposed additional finished area in the basement: Square feet: \_\_\_\_\_

Total finished floor area in basement:  
 (Cannot exceed 50% of the area of the first floor) Square feet: \_\_\_\_\_

**ATTICS**

If you are proposing to finish any portion of an attic, you must submit 3 sets of detailed floor plans drawn to scale, including dimensions, of the entire attic, and must specify and label which space(s) are to be finished and which space(s) will remain unfinished (storage, utilities, etc.). *The amount of finished floor area in the attic cannot exceed fifty percent (50%) of the finished portion of the second floor.*

Finished area of the second floor (existing and proposed):  
 (Do not include porches, decks, balconies, etc.) Square feet: \_\_\_\_\_

Existing finished floor area in attic: Square feet: \_\_\_\_\_

Proposed additional finished area in attic: Square feet: \_\_\_\_\_

Total finished floor area in attic: (Cannot exceed 50% of the area of the 2nd floor) Square feet: \_\_\_\_\_

**When calculating finished area, please note:**

Stairways, hallways and bathrooms count as finished space in attics and basements.

Do not include garages, porches, decks, breezeways, balconies, etc. in the calculations of finished floor space.

In a basement or attic, of the three interior surfaces of the space – ceiling, walls and floor, if two of the three surfaces are finished or partially finished with paint, sheetrock, plaster, paneling, hardwood, tile or any other similar type of surface covering, then the space is considered finished. A walk in closet is counted as finished space in an attic or basement.

**Story:** That portion of a building included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, then the space between the floor and the ceiling next above it. A basement shall be counted as a story if its ceiling is more than five feet above the elevation from which the height of the building is measured, or if floor area in excess of 50 percent of the floor area directly above it used for any purpose other than accessory storage, vehicular parking, or housing of mechanical equipment (such as facilities for heating, plumbing, electrical, water, waste disposal and the like) attached to and required to serve the building. An attic shall be counted as a story if the finished and habitable portions of the attic are greater than 50% of the square footage of the floor immediately below the attic. *Section 210: Definitions, Page II-15*