



PLAN SUBMISSION REQUIREMENTS – BASEMENTS
All documents to be submitted in PDF format on a CD or other storage device

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE PLAN CHECK:

1. Pay \$75 application fee. The balance of the permit will be paid at the time the permit is issued.
2. Complete permit application form completely. Be sure to include:
 - a) Owner. (*If owner-builder, complete "Owner-Builder" form.*)
 - b) Building address.
 - c) General Contractor's name, address, license number & phone number.
 - d) Current copies of contractor license, business license & proof of liability insurance as required by Utah Division of Occupational & Professional Licensing.
 - e) Sub-contractors' names, license numbers and phone numbers.
3. Floor plans which should be drawn to scale and should show the following:
 - a) Area (square footage) to be finished.
 - b) Dimension & label the use of all rooms. Clearly identify what rooms are to be finished.
 - c) Minimum ceiling height of 7'. Show location & height of soffits. Surface mount lighting or other projections cannot encroach into the required minimum height.
 - d) Locations and sizes of doors and windows.
 - e) Window types. (*i.e. casement, slider, single hung, fixed*)
 - f) Emergency egress from bedrooms. (*Window wells must be 36" in depth from the window*)
 - g) R-19 insulation at exterior walls. Walls between heated & unheated areas must be insulated.
 - h) Location of electrical panel. (*Cannot be located in a closet or bathroom*)
 - i) Location of CO detector. (*1 required on every level of the home*)
 - j) Location of combustion air duct to the mechanical room. (*Extend to mechanical room if not already done*)
 - k) Bathroom exhaust fan vented to the outside, if openable window is not present.
 - l) Tamper-resistant receptacles.
4. If any structural changes are made, provide engineering calculations, including adequate framing plans and structural details.