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.