



BASEMENT FINISH / REMODEL PERMIT SUBMISSION REQUIREMENTS

For a complete plan check, this submittal process must be followed

1. Complete online **permit application form** in the Building Services Online Portal. If this is your first time working with Draper, you will need to [create an account](#).
2. Please include with this online application submission.
 - a) Drawings in **unlocked** electronic PDF format. (See drawing requirements below).
 - b) The applicable Contractor's name as a contact OR If you are an owner-builder, be sure to complete the [Owner-Builder Certification](#) and include a signed copy with your permit application.
 - c) The property owner's name as a contact.
3. Pay \$100.00 **application fee**. This fee will be invoiced 24-48 hours after the permit is submitted and will be available on the portal. **This invoice must be paid before your permit review can start.** After the permit review is done, we'll let you know with an email that the permit is ready to be issued once the rest of the fees are paid. The permit fees left will vary based on the project.
4. Additional information may be required to be attached, as instructed during the online application process.

Drawing Requirements

All submitted drawings must be properly formatted, in **unlocked** electronic PDF format, with consecutively numbered pages, inclusive within one PDF file (not individual pages). All drawings **must** be drawn to scale. All projects must be designed per the currently adopted, applicable Codes (IRC, IBC, and NEC.)

Please provide the following, as applicable, ***in electronic format only***.

1. **Complete Building Plans.** Please provide Architectural, Structural, Electrical, Mechanical, and Plumbing plans as needed for the proposed project. If engineered elements are included, then plans must be wet-stamped, signed and dated in a discernable color by a qualified design professional licensed in the State of Utah. Electronic stamps and signatures are acceptable provided the drawings remain unlocked. Additionally, include in the plans the following Information, as appropriate.
 - a) Area (square footage) of proposed basement finish construction.
 - b) Dimension and label the use of all rooms. Clearly identify which areas are existing and which areas will be changed as part of this project.
 - c) Provide a building cross section. Show location and heights of ceiling, fur-downs, and soffits. Surface mounted-lighting or other projections cannot encroach into the required minimum height of 7 feet.
 - d) Show the locations, sizes of doors and windows – both existing and proposed as part of this project.
 - e) Specify window types (*i.e. casement, slider, single hung, fixed*).
 - f) Identify emergency egress from bedrooms and basement areas affected by this project.
 - g) Identify existing insulation at exterior walls. Walls between heated and unheated areas must be insulated.

- h) Show the location of electrical panels – existing or proposed. Panels cannot be in closets or bathrooms.
- i) Show the location of all smoke and CO detectors affected by this basement finish project.
- j) IF affected by the basement finish project, show the location of mechanical room and combustion air ducts – include length and diameter of ducts.
- k) IF a bathroom is proposed, provide an exhaust fan vented to the outside, or a window with at least 1.5 square feet of openable area.
- l) Tamper-resistant receptacles are required in the proposed new construction.

If any structural changes are made, provide **engineering calculations**, including adequate framing plans and structural details.