



PLAN SUBMISSION REQUIREMENTS – BASEMENTS

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

1. Pay \$100.00 application fee. The balance of the permit will be paid at the time the permit is issued. (*A permit fee calculator is available for download online*)
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 as required by Utah Division of Occupational & Professional Licensing.
 - e) Sub-contractors' names, license numbers and phone numbers.
3. Submit in electronic PDF format 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 electronic PDF format of engineering calculations, including adequate framing plans and structural details. All plans submitted electronically shall be inclusive within one PDF file and not individual pages.