



PLAN SUBMISSION REQUIREMENTS - BASEMENTS

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

1. Pay \$100.00 deposit. The balance of the permit will be paid at the time the permit is issued.
2. Complete building permit application form. Be sure to include:
 - a) Owner.
 - b) Building address.
 - c) General Contractor's name, address, license number and phone number.
 - d) Sub-contractors' names, addresses, license numbers and phone numbers.
3. Submit **2 sets (one full size and one 11 x 17)** of floor plans which should be drawn to scale and should show the following:
 - a) Area to be finished with square footage
 - b) Room dimensions which includes labeling of all room uses.
 - c) Minimum ceiling height of 7'. Show location and 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*)
 - g) R-13 insulation at exterior walls. Walls between heated and unheated areas must be insulated.
 - h) Location of electrical panel(s). (Cannot be located in a closet or bathroom)
 - i) Location of CO detector. (one required on every level of the home)
 - j) Location and size of combustion air duct in 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.
4. If any structural changes are made, provide **2 sets (one full size and one 11 x 17)** of engineering calculations, including adequate framing plans and structural details.