



**BUILDING DIVISION**  
437 N Wasatch Drive  
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## **RESIDENTIAL - BASEMENT FINISH / REMODEL PLAN SUBMITTAL CHECKLIST**

**PLAN SUBMITTAL CHECK LIST** – The following is a list of items required for residential BASEMENT FINISH/REMODEL plan submittal. The Planning Department or the Plans Examiner may require additional information to complete their review. **Please review and check each box indicating its completion and sign the bottom of the page.** *Missing information may cause a delay in plan review approval.*

1. **BUILDING PERMIT APPLICATION:**

- Apply for permit online at [www.laytoncity.org](http://www.laytoncity.org) and fill in all required information including project valuation (total cost of labor and materials)

2. **BUILDING PLANS - Two (2) full sets, drawn to scale (1" = 20' min) including:**

- Total square footage of all finished floor areas;
- Location and size of all exterior openings (windows, doors, etc.);
- Size, span and support for any new beams and headers (engineered for appropriate loads if necessary);
- Identify modifications to existing structure such as posts, beams floor joists, windows, doors, etc.;
- Identify emergency escape (egress) window sizes and locations; clear dimensions of window wells (depth & height), and location of window well ladders (if required) ;
- Indicate any projections into the vertical clearance at emergency escape windows (decks, bay windows, cantilevered floors, etc.).

3. **FLOOR PLANS - Two (2) full sets, drawn to scale (1/8" = 1'0" recommended) including:**

- Show floor plan of the *entire* basement. Label all rooms as to their use and identify the areas that are to be finished or remain unfinished;
- Wall-to-wall dimensions of all rooms, hallways, etc. including door location, size and swing;
- Ceiling height of all rooms, hallways, etc. and height at all dropped ceiling areas less than seven feet (7');
- Location of interior stairways and basement walk-out stairways.

4. **ELECTIRCAL, PLUMBING & MECHANICAL PLANS - Two (2) full sets including:**

- Location of electrical sub-panel(s);
- Location of all lights, switches and outlets; List circuit sizes; Label all GFCI and AFCI protected outlets;
- Location of all smoke detectors and smoke/carbon monoxide combination detectors;
- Location and clearances at all plumbing fixtures and fuel gas burning appliances;
- Size, type and location of combustion air for fuel burning appliances (*Fuel burning appliances may not be located off bathrooms or bedrooms unless special requirements are met*);
- Location of all vents for the heating/cooling system;
- Locations of bathroom exhaust fan(s) and vent termination;
- Location of dryer vent termination (if any).

5. **INSULATION PLANS - Two (2) full sets, drawn to scale (1/8" = 1'0" recommended) including:**

- Type and R-Value of all existing and new insulation in exterior walls (minimum R-13).

**I hereby acknowledge that I have reviewed the above checklist and have included each required item with my plan submittal.**

Project Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_