



## Basement Finish – Remodels – Deck Submittal Checklist

Submit two copies of the plans with the items listed below for the type of permit you are applying for. Complete the gray side of the permit application including: Name, Address, application date, and any of the contractor information that applies. If you are doing this as an Owner/Builder please fill in the general contractor as yourself and be sure to include your phone number. Owner/Builders will be asked to fill out an Owner/Builder form also.

**Please Note: All plans are reviewed the order they are received. We do not “fast track” plans for any reason. The average review time is approximately 3 weeks depending on the workload. Please allow for this review time in your schedule.**

### **Finished Basements:**

Please include the following

- \_\_\_\_\_ floor plan of the entire basement showing all wall openings, stairs, doors, closets and other spaces.
- \_\_\_\_\_ label use of each room and space
- \_\_\_\_\_ identify all space to be included in the area you wish to finish with this permit
- \_\_\_\_\_ fully dimension all spaces in area for permit
- \_\_\_\_\_ identify load bearing walls (typically walls already in unfinished basements)
- \_\_\_\_\_ show any load bearing beams to be added or altered. Provide engineering calculations for these.
- \_\_\_\_\_ show all windows and give window size i.e. 4'X4' etc.
- \_\_\_\_\_ identify window sill height in each bedroom
- \_\_\_\_\_ identify bedroom window well dimensions i.e. 4 1/2' wide by 3' deep by 4' tall (measured to the top of the well from the window sill) All bedroom window wells taller than 44" will need an attached egress ladder.
- \_\_\_\_\_ show furnace, water heater, and other utility equipment
- \_\_\_\_\_ show smoke alarms in each bedroom and at least one smoke alarm in hall or room outside bedrooms.
- \_\_\_\_\_ show a carbon monoxide alarm outside bedrooms this may be a combination type with the smoke alarm. All smoke and CO alarms are to be wired in series with the other alarms in the house.
- \_\_\_\_\_ show layout of electrical outlets in all rooms
- \_\_\_\_\_ show location of electrical panel where the power for the finished areas will come from.
- \_\_\_\_\_ show all plumbing fixtures, fireplaces, and other equipment added.

Basement finishing handouts are available upon request. (wiring and fire blocking handouts)

### **Room Remodels**

- \_\_\_\_\_ provide a floor plan showing what is there and what is changing i.e. (before and after plans)
- \_\_\_\_\_ dimension all spaces
- \_\_\_\_\_ include details that are described above that are applicable

See other side for additional information.

\_\_\_\_\_ any bedrooms affected will need to show window size and sill height.

\_\_\_\_\_ Where attics and crawl space or unfinished basements exist, smoke alarms and carbon monoxide alarms shall be added to all bedrooms and each floor as required for new dwellings. This is required even if your remodel is not involving these spaces. It is up to the homeowner to protect against fire and CO emergencies.

## **Decks**

All decks 8 feet or higher above grade are required to be engineered regardless of size.

All covered decks must be engineered regardless of size or elevation above grade.

All deck plans must include details shown and information provided on Deck handout. (ask for a Deck Plan Handout)