

Basement Finish Requirements

Please submit the following:

A completed building permit application. (colored areas on the application) Include:

Date, proposed use (basement finish) address and owner information

Complete contractor information (including name, address, phone AND state license number)

Contact information (who we need to contact regarding the permit and plans)

TWO full sets of plans, “preferably ¼” per foot drawn to scale with the following details:

1. Layout of basement, label all rooms, including use of all unfinished areas
2. Indicate all new and existing construction (previously finished areas)
3. Indicate the drawing scale used
4. Total square footage of each area
5. Window locations and sizes
6. Door sizes and swing
7. Ceiling height
8. Electrical sub-panel location(s), lights and switches, all outlet locations, smoke detectors and CO₂ detectors.
9. Label all GFI outlets and ARC-fault outlets
10. Location of all plumbing fixtures including water heater, floor drain, water softener, toilet, basin, showers, tubs, etc.
11. Furnace location with access and clearances labeled
12. Gas line diagram showing location of new gas fired appliance (if applicable).
13. Show minimum of R-13 insulation in all exterior walls.
14. Framed walls in basement that are non-bearing shall be a minimum of 2 x 4's at 24" on center with a treated or redwood bottom plate.

***Please allow 10 business days for the review to be complete.**