



Building and Licensing Division  
437 N Wasatch Drive  
Layton, UT 84041

[www.laytoncity.org](http://www.laytoncity.org)  
Phone: 801-336-3760  
Fax: 801-336-3789

## SINGLE FAMILY RESIDENTIAL BASEMENT FINISH

The information contained in this packet is not intended to be a complete list of requirements. Review your plans to ensure the following details have been included. Plans cannot be reviewed without all required information.

### PLAN SUBMITAL CHECK LIST

1. **BUILDING PERMIT APPLICATION** - *Must be applied for online at [www.laytoncity.org](http://www.laytoncity.org) and include the following:*
  - a) Property address, lot number and subdivision name
  - b) Contractor name, phone number, address and Utah State contractor's license number or Owner/Builder name
  - c) Owner's name, phone number and address
  - d) All subcontractor names, phone numbers, addresses and Utah State contractor license numbers (if applicable)
  - e) Valuation of the project (cost of all materials and labor)
2. **BUILDING PLANS:** *Two (2) full sets, drawn to scale (1/8" = 1'0" recommended) with the following:*
  - a) Gross floor area
  - b) Location and size of all openings (windows, doors, etc.)
  - c) Size, span, and support of all new beams and headers (engineered for appropriate loads if necessary.)
  - e) Identify modifications to the existing structure such as posts, beams, floor joists, windows, doors, etc.
  - f) Identify window sizes and types; emergency escape (egress) window sizes and locations; clear dimensions of window wells (depth & height). Window wells in excess of 44" for egress windows require a ladder.
  - g) Indicate any projections into the vertical clearance at window wells serving required egress windows (decks, bay windows, etc.)
3. **FLOOR PLANS:** *Two (2) full sets, drawn to scale (1/8" = 1'0" recommended) with the following:*
  - a) Layout of basement – label all rooms, including proposed use of unfinished areas
  - b) Wall-to-wall dimensions of all rooms, hallways, etc. including door location, size and swing
  - c) Ceiling height of all rooms, hallways, etc. and ceiling height of dropped ceiling areas less than seven feet (7')
  - d) Location of all stairways and basement walk-out stairways
4. **ELECTRICAL DETAILS:** *Shall include the following:*
  - a) Location of sub-panel(s)
  - b) Location of all lights, switches, outlets including GFCI and ARC Fault protected receptacles
  - c) Location of all smoke and carbon monoxide detectors
5. **PLUMBING DETAILS:** *Shall include the following:*
  - a) Location of all plumbing fixtures, including future fixtures, and water heater
  - b) Show clearances around tub and fixtures.
6. **MECHANICAL DETAILS:** *Shall include the following:*
  - b) Size, type and location of combustion air for gas burning appliances
  - c) Location and venting of gas-fired fireplace(s)
  - d) Location and vent termination of exhaust fans
7. **INSULATION DETAILS:** *Shall include the following:*
  - a) Location and R-value of all existing and new insulation.

### REQUIRED INSPECTIONS:

- 1) 4-Way Rough: Inspection done after framing, electrical, plumbing and mechanical is installed, but prior to installing insulation.
- 2) Insulation: Inspection done after the 4-Way Rough inspection has passed but prior to installing sheetrock.
- 3) Final: Inspection done after all work is complete; all hardware and equipment installed; all paint, trim work complete; all flooring installed but prior to occupying the space.

### INSPECTION SCHEDULING:

A min. 24-hour notice is required for all inspections. To schedule an inspection, call 801-336-3760 and have your permit number and address or lot and subdivision ready.

# BASEMENT PLAN ADDENDUM

The following code minimums shall be considered part of the approved plans, may be superseded by more stringent submitted specifications, and shall *not* be considered inclusive of all code requirements.

1. **Windows:** All bedroom windows shall meet egress requirements: (a) have a sill height of not more than 44"; (b) min. net clear openable area of 5.7 sq. ft. with a min. height of 24", and a min. width of 20" (minimums may not be combined).
2. **Window Wells:** The min. horizontal area of the window well shall be 9 square feet with a min. horizontal projection and width of 36". Window wells with a vertical depth greater than 44" shall be equipped with a permanently affixed ladder or steps. Ladders or rungs shall have an inside width of at least 12", project at least 3" from the wall and shall be spaced not more than 18" on center vertically for the full height of the window well.
3. **Minimum Ceiling Height:** Min. ceiling height for habitable rooms shall not be less than 7'0" from finished floor. Kitchens, hallways, bathroom, laundry rooms and stairways shall have a ceiling height of not less than 6' 8". Beams, girders, ducts or other obstructions may project to within 6' 4" of the finished floor, *except stairways*.
4. **Fire Blocking:** Fireblocking shall be provided in wood-frame construction in the following locations: (a) In concealed spaces of stud walls including furred spaces and parallel rows of studs or staggered studs vertically at the ceiling and horizontally at intervals not exceed 10 feet (10'); (b) at all interconnections between concealed vertical and horizontal spaces such as soffits, drop ceilings and cove ceilings; (c) in openings around vents, pipes, ducts, cables and wires at ceiling and floor level; (d) for chimneys and fireplaces. Fire-blocking may consist of one of the following: (a) one thickness of ¾" particleboard joints backed by same, lapped; (b) one-half-inch gypsum board; (c) batts or blankets (paperless) of mineral or glass fiber installed securely in place.
5. **Sill Plates:** All sill (bottom) plates attached to concrete or masonry foundations or slabs shall be redwood or treated wood.
6. **Bathrooms:** Bathrooms, toilet compartments shall be provided with an openable window to the exterior of at least 3 sq. ft. *or* a mechanical ventilation system. Ventilation air from the space shall be exhausted directly to the outside (no attic or under-floor terminations), and shall be protected with corrosion-resistant screens, louvers or grilles having a minimum opening size of ¼" and a maximum opening size of ½" in any dimension.
7. **Bathroom Fixtures:** Toilets, lavatories or bidets shall not be set closer than 15" from its center to any side wall, partition or vanity or closer than 30" center to center between adjacent fixtures. There shall be at least 21" clearance in front of each fixture.
8. **Showers:** Shower compartments shall have at least 900 sq. inches of interior cross-sectional area and shall be not less than 30" in minimum dimension measured from the finished interior, (exclusive of fixture valves, soap dishes, etc.) to a height of 70" above the shower drain. Hinged shower doors shall open outward and have a min. clear and unobstructed opening of 22" wide.
9. **Wall Receptacles:** Wall receptacles shall be spaced so that at no point along the floor-wall line shall the distance to a receptacle be greater than six feet (6'). Walls two feet (2') or more in width shall have a receptacle. Hallways ten feet (10') or more in length shall have at least one receptacle. *All receptacles must be of the tamper-proof type.*
10. **GFCI Receptacles:** GFCI receptacles are required in bathrooms, kitchens, for hydro massage tubs, laundry or bar sink outlets, and unfinished areas in basements. Kitchen counter receptacles shall be served by a minimum of two (2) 20-amp circuits; have at least one receptacle at each countertop space 12" or wider and installed so that no point along the wall line is more than 24" from a receptacle (4' on center). Bathrooms must have at least one wall receptacle located within 36" of the outside edge of each sink.
11. **AFCI Receptacles:** All branch circuits that supply 120-volt, single-phase, 15- and 20-amp outlets, lights and smoke detectors installed in dwelling unit bedrooms shall be protected by an arc-fault circuit interrupter (AFCI).
12. **Smoke Alarms:** Smoke alarms shall be installed in the following locations: (a) in each sleeping room; (b) outside each separate sleeping area in the immediate vicinity of the bedrooms. Alarms shall be interconnected with all other alarms within the dwelling.
13. **Carbon Monoxide Alarms:** An approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwellings where fuel-fired appliances are installed..
14. **Gas Appliances:** Gas appliances shall not be located in sleeping rooms, bathrooms, toilet rooms, storage closets or in a space that opens only into such rooms or spaces unless it is a direct vent appliance or has a sealed solid-core door. Adequate combustion air shall be provided for all fuel-fired appliances.
15. **Dryer Duct Vents:** Dryer duct vents shall be a maximum length of 25'. Five feet (5') shall be subtracted for each additional 90 degree elbow, and two and one-half feet (2 ½') for each 45 degree elbow. Or as required by manufacturer's installation guide.
16. **Electrical Subpanels:** Subpanels shall not be located in clothes closets, bathrooms or over the steps of a stairway. The minimum working clearance in front of a subpanel shall be at least 36" deep and 30" wide and shall extend from the floor to a height of 6'5". The work space shall allow at least a 90-degree opening of equipment doors or hinged panels, and shall not be designated for storage.
17. **Insulation:** Minimum R-13 insulation is required in all exterior foundation walls. Paper-faced batts must be secured to studs with staples.