RESIDENTIAL - BASEMENT FINISH / REMODEL
PLAN SUBMITTAL CHECKLIST

PLAN SUBMITAL 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. 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). Fill in all required information including project valuation (total cost of project including labor and materials).

2. **BUILDING PLANS - Full set, drawn to scale (1/8” = 1’0” recommended) including:**
   - □ Total square footage of all finished 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 for window wells deeper than 44”;
   - □ Indicate any projections into or over the vertical clearance at emergency escape windows (decks, bay windows, cantilevered floors, etc.).

3. **FLOOR PLANS - Full set, 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. **ELECTRICAL, PLUMBING & MECHANICAL PLANS - Full set including:**
   - □ Location of electrical sub-panel(s);
   - □ Location of all lights, switches and outlets; List circuit sizes; Label all GFCI 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 accessed through 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(s);
   - □ Location of dryer vent termination (if any).

5. **INSULATION PLANS - Full set including:**
   - □ Type and R-Value of all existing and new insulation in exterior walls (minimum R-13).