The information contained in this packet is for Residential Basement Finishes based on the 2015 International Residential Building Code. This is not intended to be a complete list of requirements.

PLAN SUBMITAL CHECK LIST

1. **BUILDING PERMIT APPLICATION:**
   a) Apply for a building permit online at [www.laytoncity.org](http://www.laytoncity.org) and complete all required information;
   b) Valuation of project (cost of materials and labor) must be included on permit.

2. **BUILDING PLANS:** - Full set, drawn to scale (1/8” = 1’0” recommended) with the following details:
   a) Total square footage of all finished floor areas;
   b) Location and size of all exterior openings (windows, doors, etc.);
   c) Size, span and support for any new beams and headers (engineered for appropriate loads if necessary);
   d) Identify modifications to the existing structure such as posts, beams, floor joists, windows, doors, etc.;
   e) Identify 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;
   f) Indicate any projections into the vertical clearance at an emergency escape window (decks, bay windows, etc.) Minimum clearance at an emergency escape window is 36” vertical and horizontal to grade.

3. **FLOOR PLANS** – Full set, drawn to scale (1/8” = 1’0” recommended) and include the following:
   a) Floor plan of entire basement. Label all rooms as to their use and if they are to be finished or 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 height at all dropped ceiling areas less than seven feet (7’);
   d) Location of interior stairways and basement walk-out stairways.

4. **ELECTRICAL, PLUMBING & MECHANICAL PLANS** with the following details (may be included on the floor plans):
   a) Location of sub-panel(s), wire sizes, breaker sizes, etc.;
   b) Location of all lights, switches and outlets including GFCI protected receptacles;
   c) Location of all smoke detectors and carbon monoxide detectors;
   d) Location of all plumbing/mechanical/gas fixtures and appliances;
   e) Size, type and location of combustion air for gas burning appliances in mechanical room;
   f) Location of bathroom exhaust fan vent termination(s);
   g) Location of dryer vent termination (minimum 3’ from any opening into house).

5. **INSULATION PLANS** - with the following details (may be included on the floor plans):
   a) Location and R-value of all existing and new insulation (minimum R-13 in exterior walls)

REQUIRED INSPECTIONS:

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

INSPECTION SCHEDULING:

1) A minimum 24-hour notice is required for all inspections. Inspections can be scheduled by online at [www.laytoncity.org](http://www.laytoncity.org) and logging into the Building Permit portal.
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 opening height of not more than 44” from the floor; (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:** Min. horizontal area of the window well shall be 9 sq. ft. 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, bathrooms, 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:** Fire-blocking shall be provided in wood-framed 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, or horizontally at intervals not exceeding ten 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 not exceeding ten 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 not exceeding ten 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; 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