



Basement Finish Submittal Requirement Checklist

- Completed Building Permit Application
 - One copy of the plans (drawn to scale) showing the proposed design including:
 - Proposed floor plan design
 - Dimensions identified
 - Window locations and sizes identified
 - Wall construction materials-
 - Stud size for interior walls identified
 - Header sizes at interior load bearing openings identified
 - Ceiling height identified
 - Existing floor plan overview
 - A description of the plumbing fixtures to be used
 - The location of plumbing fixtures
 - A description of any changes to existing heating, ventilation and air conditioning
 - Labeling of all rooms
 - Additional information may be required by the plan reviewer (i.e. engineering for support beams, etc.)

Above items that have **not** been checked are required to be submitted before your project can be reviewed.

By signing below, it is understood the project will not be reviewed until the above un-checked items have been submitted to the inspections department.

Applicant's Signature: _____

Date: _____