



SETTLED IN 1850

Basement Checklist

Plans must be drawn to scale and legible, they can be hand drawn.

- ☐ General layout of basement, highlighting the areas to be finished.
Label all rooms to their use and identify the areas that are to be finished or remain unfinished, including previously finished areas.
 - Wall-to-wall dimensions of all rooms, hallways, including door location, size and swing etc.
 - Ceiling height of all rooms, hallways
 - Location of interior stairways and basement walk-out stairways if applicable
 - Electrical layout
 - Label all GFI outlets and ARC-fault outlets
 - Plumbing layout
 - Furnace location with access and clearance labeled
 - Gas line diagram showing location of new gas fire appliance (if applicable)
 - Window well sizes
 - Window size and locations
 - Door sizes, locations, and swings
 - Smoke detector locations
 - Show minimum of R-13 insulation in all exterior walls
 - 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
 - Size, span for any new beams and headers
- ☐ Total square footage
- ☐ Valuation for project (labor and materials)
- ☐ Contractor information, which includes license number, phone number, email and mailing address. This information is needed for the general contractor and each subcontractor.
Subcontractor list is required to be filled out completely.

See 2021 IR Code

For basement walkouts, submit a separate permit. It will need to have stamped engineer plans and calculations.

Note: Basement Finish require that all smoke detectors and carbon monoxide detectors be upgraded in existing home as per IRC requirements. You may be required to bring certain areas up to code (smoke detectors, egress, etc.).



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Inspections needed

- Under slab plumbing/heating
- 4-way (framing, HVAC, plumbing, electrical)
- Insulation
- Shower pan if needed
- Final – all handrails and guardrails, egress and emergency escape doors and windows functioning. All required smoke and carbon monoxide detectors working, required GFCI outlets working

Permits become null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All fees and or bonds will be relinquished and forfeited all right to claim the performance deposit. The City may thereafter transfer the available funds from the deposit to the General Fund of the City or any other fund of the City.

Please allow 10 business days for the review. Inspections can be made within 2 business days