



PLAN SUBMISSION REQUIREMENTS BASEMENTS

1. Complete permit application form. Be sure to include:
 - a. Owner
 - b. Building address
 - c. All applicable contractor's information

2. Submit PDF of floor plans which should be drawn to scale and should show the following:
 - a. Area to be finished with square footage
 - b. Room dimensions and labeling of all room uses
 - c. Locations and sizes of doors and windows
 - d. Window types
 - e. Dimensions of window wells
 - f. Insulation R-value at exterior walls
 - g. Location of electrical panel

3. If any structural changes are made, provide **PDF set** of engineering calculations including adequate framing plans and structural details