



## Salem City

Development Services  
30 W. 100 S.  
Salem, Utah 84653

[www.salemcity.org](http://www.salemcity.org)

Building Safety Division  
Phone: 801-423-2770  
Fax: 801-423-2818

## RESIDENTIAL BASEMENT FINISH PLAN CHECK LIST

Review your plans to assure each of the following details have been included. When each of the items have been verified, you are ready to submit your application and plans for a building permit. Plans cannot be reviewed without the following information:

- 1) **BUILDING PERMIT APPLICATION must be completely filled out properly, including:**
  - a) Contractor's name, **phone number**, address and Utah State contractor's license number
  - b) Owner's name, address and **phone number**
  - c) Architect name, phone number, address and Utah State license number (if applicable)
  - d) **Address** of the property
  
- 2) **BUILDING PLANS: two full sets must be drawn to scale with the following details:**
  - a) Name, title, registration (if applicable), address and phone number of design professional
  - b) Gross floor area by floor
  - c) Scale for all drawings (recommend:  $\frac{1}{4}'' = 1'$  for floor plan,  $\frac{1}{2}'' = 1'$  or  $1'' = 1'$  for details)
  - d) Size, span, and support of all new beams & headers (engineered for appropriate loads as necessary)
  
- 3) **FLOOR PLANS: must include:**
  - a) Layout of basement – label all rooms, including proposed use in unfinished areas
  - b) Door sizes and their swings
  - c) Window sizes and type (casement, single hung, horizontal slider, etc., identify opening panels)
  - d) Wall-to-wall dimensions of all rooms, hallways, etc.
  - e) Ceiling height
  - f) Identify all new and existing construction
  
- 4) **ELECTRICAL DETAILS: must include:**
  - a) Show all sub-panel location(s)
  - b) Show all lights and their switches, as well as outlets
  - c) Label all GFCI outlets as such
  - d) Label all ARC-FAULT outlets as such
  - e) Show all smoke and carbon monoxide detectors
  
- 5) **PLUMBING DETAILS: must include:**
  - a) Location of all plumbing fixtures, including future fixtures
  - b) Water heater, floor drain, water softener, etc. locations
  
- 6) **MECHANICAL DETAILS: must include:**
  - a) Furnace location(s)
  - b) Gas line drawing required if there is any new or additional gas-fired appliances, or any extension of the gas line