

Salem City
Building Department
PO Box 901
Salem, UT 84653
801-423-2770 ext. 205

Basement -Building Permits

Needed documents (must be uploaded in PDF format to permit portal- see steps below)

- 1) 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
- 2) 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
- 3) PLUMBING DETAILS: must include:**
 - a) Location of all plumbing fixtures, including future fixtures
 - b) Water heater, floor drain, water softener, etc. locations
- 4) 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

Notice: If you are an OWNER/BUILDER you are required to submit an Owner-Builder Certification. Instructions and the document can be found at the following link.

<http://www.salemcity.org/owner-builder.htm>

Steps for submitting application for building permit

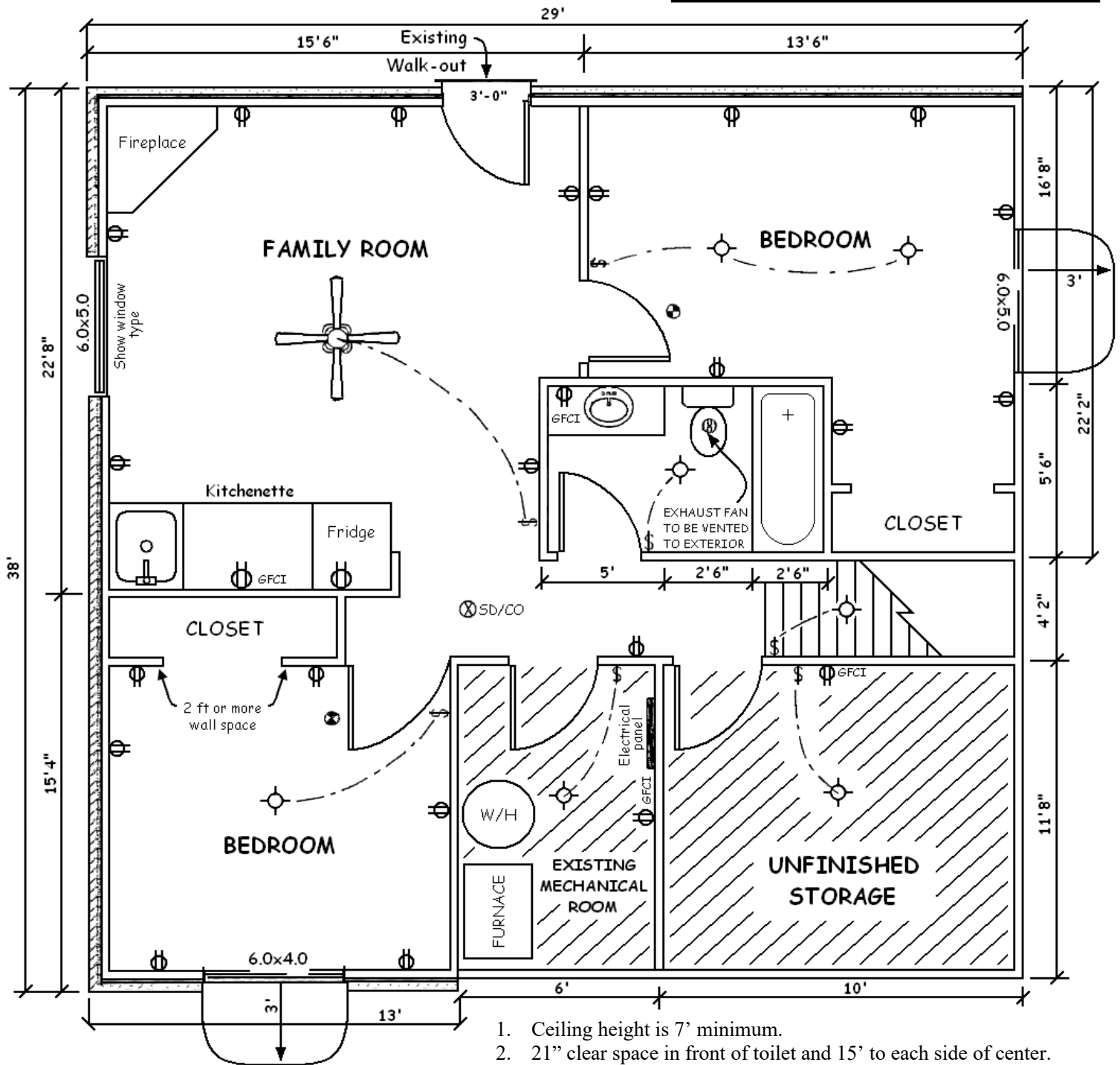
- Go to <http://www.salemcity.org/> (open in Google Chrome or Firefox browser)
- Scroll down to “building department” section (it will be on the left side of the page)

- Click on “permit request (Cityworks Program)” (It is in bright yellow)
- Proceed to create a new user or login if you already have a user setup
- At the top, center of the page click “create application”
- Select “building” tab
- Click “residential”
- Click “basement”
- A pop up window appears, read carefully and click “OK”
- Click “begin application” to the bottom right
- Follow prompts and fill out requested information

If you have any questions or need help with anything please call Amy at 801-423-2770 ext. 205.

Typical for Remodel

Total Sq. Ft. of area
being finished: _____



- ⊙ = Electrical Outlets
- ⊕ = Light Fixture
- \$ = Light Switch
- ⊙ = Smoke Detector
- ⊗SD/CO = Combination Carbon Monoxide/Smoke Detector

1. Ceiling height is 7' minimum.
2. 21" clear space in front of toilet and 15' to each side of center.
3. 900 square inch shower floor area and min. 30" dimension on one side. Minimum 22" door with a minimum 24" in front of door.
4. **Tamper resistant** receptacle outlets will be provided so any point along a wall does not exceed 6' distance to an outlet.
5. Small wall sections between doors will have an outlet when 2 feet or wider.
6. Insulation will be at least R-19 in walls. (**Vapor barriers are not allowed over insulation** on foundation walls in basements. Please note this on your plans.)
7. All exterior walls will be **fireblocked** horizontally and vertically in 10' compartments.

--- FOR REFERENCE ONLY ---
This drawing does not necessarily
Comply with current building code.

Typical for Remodel

--- FOR REFERENCE ONLY ---
This drawing does not necessarily
Comply with current building code.

