



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

Basement -Building Permits

Needed documents

- 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

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”
- Click “begin application” to the bottom right
- Follow prompts and fill out requested information

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>