



BUILDING DEPARTMENT
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BASEMENT PLAN CHECKLIST

PLANS MUST BE SUBMITTED ON 8 1/2 X 11

PLEASE SHOW THE FOLLOWING ON BASEMENT PLAN DRAWINGS:

Plan must show entire basement including all unfinished areas

**Please INITIAL and submit this form with your application and plans*

1. _____ Draw plan to show entire basement including cold storage
2. _____ Label each room- label if being left unfinished
3. _____ Show location of all doors
4. _____ Show size & location of all windows
5. _____ Show location of outlets, lights, switches, and electrical panel
6. _____ Show location of all smoke/CO detectors
7. _____ Show bathroom fixtures (tub/shower, toilet, sink, fan)
8. _____ Show storage rooms and all unfinished spaces
9. _____ Label mechanical room (furnace, water heater, water soft, etc.)
*please note that mech room must be isolated and insulated
10. _____ If adding kitchen, show location of all appliances (sink, stove, fridge, etc)
11. _____ If adding walkout, please submit all required documents
12. _____ Note total square footage to be finished on plans