



City of Orem
Development Services
56 N State Street
Orem, Utah 84057

www.orem.org
Building Safety Division
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RESIDENTIAL BASEMENT FINISH **PLAN CHECK LIST**

Review you 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 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: Plans 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) Label walls showing materials to be used, and stud spacing
 - d) Architectural floor plans including adjoining rooms, labeled as to use
 - e) 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

- 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) and BTU ratings
 - b) Location of all below-floor-joist duct work and sizes (all intrusions into ceiling height to be indicated)
 - c) Gas line drawing required if there any new or additional gas-fired appliances, or any extension of the gas line
 - d) Heat loss calculations showing compliance to Manual J and Manual D if new furnace added.