



BASEMENT PLAN CHECKLIST

Name_____

Date_____

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 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**
- 10._____ Note total square footage to be finished