



Basement finish plan requirements

Does your home have a fire suppression system?

If your home has a fire suppression system currently installed, please let us know prior to your application submission as additional steps will be required.

All documents are required to be submitted in PDF form and electronically here:

<https://permits.adcogov.org/CitizenAccess/Default.aspx>

Please provide the following on your plans:

- ✓ Clearly label each room, rooms will need be labeled for its intended use as and or future use.
- ✓ Provide dimensions for ceiling height and square footage of each room, square footage and dimensions will need to be provided for each room and the entire basement. Ceiling heights will need to be listed as well as any potential clearance issues.
- ✓ Provide locations of furnace and water heater, Water heater and furnace locations need to be marked on plan sheet with location of venting to outside.
- ✓ Provide window sizes, types, window wells, emergency egress and any doors to exterior (walk out).
- ✓ Label the size of all windows, the type of window (fixed/ operable), label any emergency egress openings and identify any egress window wells.
- ✓ Provide bathroom fixture clearances and bathroom fan location, clearly label the spacing between plumbing fixtures.

Incomplete submittals will not be accepted

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- ✓ Provide electrical layout, please include any ceiling / wall lights, receptacles, smoke and carbon monoxide detectors.
- ✓ Provide locations for supply and return ducts for heating and cooling.
Supply and return ducts are required in each habitable room.
- ✓ Provide wall assembly detail to include stud size and spacing, floating wall details, door locations and swing direction, insulation locations and the R-value.