



RESIDENTIAL BASEMENT FINISH PERMIT **APPLICATION CHECKLIST**

Applicant must provide all applicable documents to submit application for plan review

- Map Parcel Numbers from Real Estate Tax Receipt **OR** Recorded Deed to property
- Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- Property located in a designated flood hazard area ()Yes () No (If yes, a flood development permit application may need to be submitted for approval)
- Completed Building Permit Application & \$40.00 Initial Application Fee (*which will be deducted from final cost of permit when application is approved and ready for pickup*)
- Two complete sets of Building Plans drawn to a standard scale no less than 1/4" =1'
 - Existing Floor plan (*identify all existing conditions, door sizes, window sizes, mechanical, electrical and plumbing items, etc.*)
 - New Floor plan (*Identify all new walls, doors and windows (sizes also), etc.*)
 - Complete wall section (*should identify structural component sizes from floor joist through footing*)
 - Electrical plan (*where applicable, illustrate switches, outlets, fixtures, smoke detectors, AC Unit*)
 - Mechanical plan – (*where applicable, illustrate any new HVAC*)
- Three Soil Morphology Reports & Sewer Drawings sealed by registered & licensed on-site sewer designer-or - Existing Sewer System Verification (*if applicable.*)
- One Recorded copy of the Form 40 (*if adding bedrooms or < less than 2 acres*)

Note: All applications and plans will go to plan review for further inspection of detail before approval will be granted for issuance. Other items or detail not designated above may be required.