

Spanish Fork City

Residential Building Permit—Basement Finish

40 South Main Street, Spanish Fork, Utah 84660

801.804.4540 www.spanishfork.gov



Basement Finish Submittal Requirements

The following must be submitted with your Basement Finish Permit application:

- Building Plans to scale. See below for an example.
- Valuation of proposed project including all labor and materials.
- If adding a kitchen, a [Residential Electrical Service Load Calculation Form](#) is required.
- If you, as the homeowner, plan to finish your basement as an Owner Builder and **DO NOT** intend to utilize any portion of the home as an accessory dwelling unit, then the [Owner Builder Certification Agreement](#) is required to be submitted.
- If the homeowner will be utilizing any portion of the home as an Accessory Dwelling Unit, then all work must be completed by a licensed General Contractor, as set forth in the [Spanish Fork City Municipal Code 15.1.04.090](#).
- If you intend to use any portion of the home as an accessory dwelling unit (aka Mother-in-law apartment), then you must apply for an Accessory Dwelling Unit Registration through the [Citizenserve portal](#) prior to the final inspection of your basement finish.

[Click here for more information on Accessory Dwelling Units.](#)

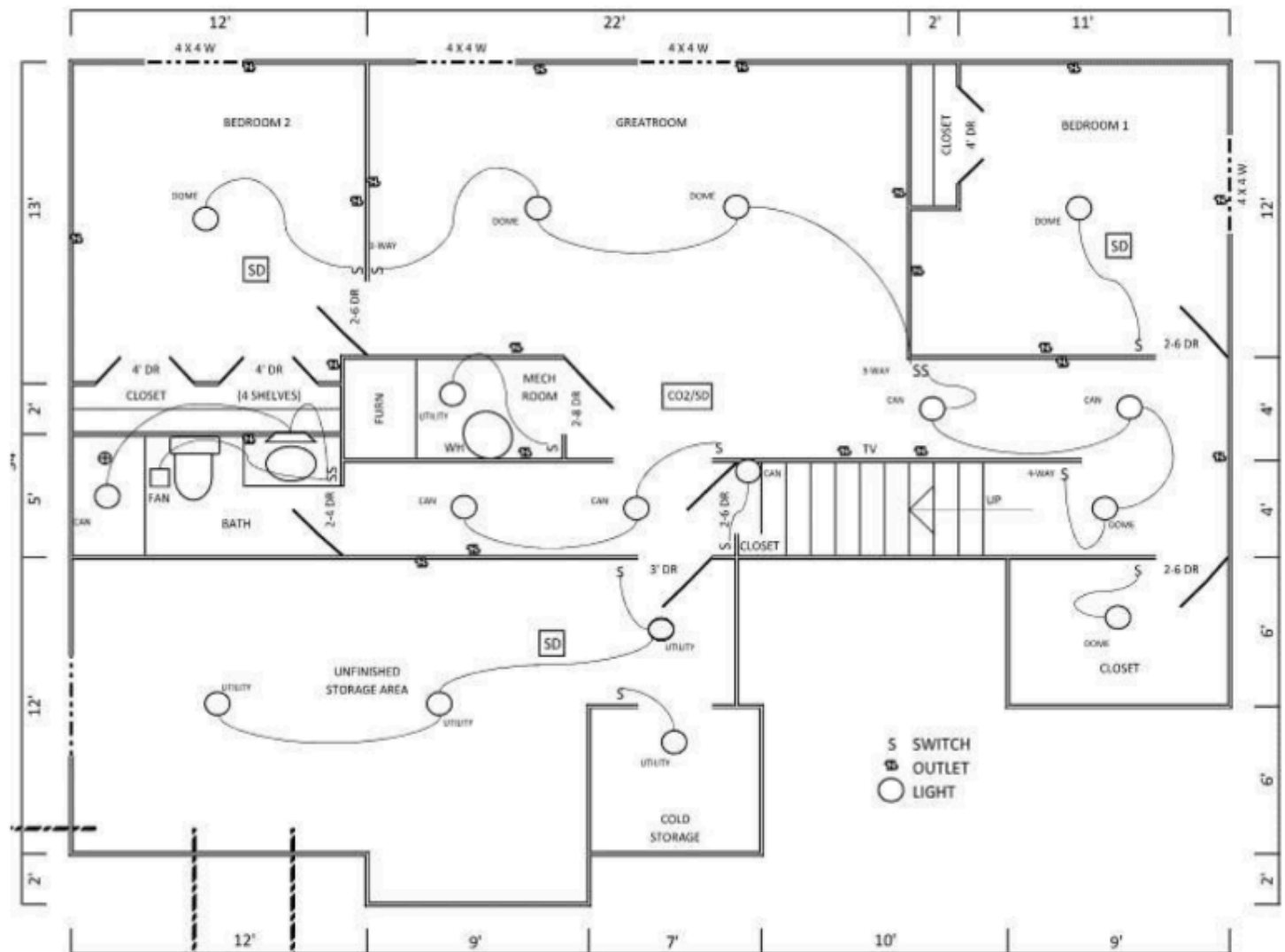
***Any items not shown on the building plans, will result in a "Resubmission Required" status until all items are included.**

Required to be on all Basement Finish Building Plans prior to Staff Review

	Room dimensions with locations and sizes of windows and doors.
	Rooms labeled with the intended purpose (bedroom, storage, theater room, etc.).
	Height of window sills above the floor.
	Electrical subpanels.
	Receptacles.
	Switches and light fixtures.
	Bathroom exhaust fan.
	Smoke detectors & carbon monoxide detectors.
	Appliances (water heaters, furnaces, and a/c units).
	Floor drains.
	Insulation R-value.
	Depth of window wells.

	<p>If adding gas appliance(s):</p> <ul style="list-style-type: none">• A diagram must be provided showing the size and type of gas piping from the gas meter to the new appliance(s) and each existing gas appliance(s).• Include BTU's of all existing and new gas appliances.• Show the distance from all new and existing gas appliances to the gas meter.• At the time of the 4-way inspection, you must have a gas line pressure test on the new system of a minimum of 5 psi (pounds per square inch) for 15 minutes.• The gauge used must have 1 lb. increments.
--	---

Typical for Basement Finish



1. Label all areas as to proposed use
2. Provide dimensions of all outside walls and unfinished location
3. Label locations and sizes of windows and doors.
4. Show location of smoke and carbon monoxide detectors
5. Show locations of lights and receptacles
6. Show walk-outs and if new or existing
7. Show mechanical room location
8. Provide insulation values for proposed work areas in walls
9. Engineering for beams replacing bearing walls
10. Electrical/gas information pending on work to be done

-FOR REFERENCE ONLY -
This drawing does not necessarily comply
with current building code