



5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4516 Fax 756-6903
Community Development Department

Basement Apartment Checklist

Basement Apartment submittal requirements:

Current adopted International Residential Code (IRC) for Highland city Residents

- Completed and Signed Building Permit.
- Two 8 ½ X 11 complete sets of working drawings. Showing doors, windows, lights, outlets, smoke alarms, and CO2 detectors.
- Square footage of what is being finished. (cannot travel through unfinished to get to finished area.)
- All necessary engineering requirements must be on both sets of plans.
- 1hour fire separation between units for ceiling and stairway walls.
- Separate heating source (excluding a fireplace).
- Egress windows for bedrooms are required to have 5.7 sq. ft. opening. If window wells are 44” deep, it will need an egress ladder. Window wells need to have a 9 sq. ft. opening.
- Hard wire smoke alarms and CO2 detector on all floors and bedrooms interconnected.
- A separate entrance from outside.
- 2 Off street parking spots, parking on the street is prohibited.
- \$45.00 Deposit

Date _____ Signature _____