



5400 West Civic Center Drive - Suite 1  
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Community Development Department

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## **Basement Finish Checklist**

### **BASEMENT FINISH SUBMITTAL REQUIREMENTS:**

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

- Completed and Signed Building Permit.
- Two 8 ½ X 11 complete set of working drawings. The drawing will show doors, windows, lights, outlets, smoke alarms, and CO2 detectors.
- Square footage of what is being finished.
- All necessary engineering requirements must be on both sets of plans.
- Architectural review committee approval signature/release form.
- 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 in bedrooms.
- \$45.00 Deposit

Date\_\_\_\_\_

Signature\_\_\_\_\_