



HIGHLAND CITY

Building Department

5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone 801-772-4516

PLAN SUBMITTAL REQUIREMENTS FOR BASEMENT FINISH

- Fill out online application in My City Inspector
https://highland.mycityinspector.com/register?registration_id=159b9391628a1f
- Fee: A non-refundable plan review fee of \$45.00 due at submittal.
- Plans prepared by an architect or engineer must be stamped and signed by the architect and/or engineer.
- Indicate on the architectural plans that the project is designed to meet the 2015 IRC/IBC as amended by the State of Utah.
- Floor plan that shows the entire basement including any existing finished areas.
- Electrical plan including but not limited to the location of all receptacles, lighting/switch locations, carbon monoxide and smoke detector locations, and the location of all electrical sub-panels.
- REScheck or a complete outline of how the prescriptive code requirements will be met.
- Manual J/S/D calculations and duct design.
- An estimated permit value. Permit valuations shall include total value of work, including materials and labor for which the permit is being issued.
- Architectural Agreement approval letter.