



PLAN SUBMISSION REQUIREMENTS- BASEMENT FINISH

PLEASE APPLY FOR YOUR PERMIT THROUGH WASATCH COUTY PLAN REVIEW PORTAL. THE PLAN REVIEW PORTAL MAY BE ACCESSED ION THE BUILDING DEPARTMENT WEBSITE

<https://www.wasatchcounty.gov/Building>

Design Element Criteria for Wasatch County may be found using this link <https://www.wasatchcounty.gov/forms-checklist-maps> then click the PDF named (Design Criteria for Wasatch County)

THE FOLLOWING ITEMS MUST BE PROVIDED FOR A COMPLETE SUBMITTAL:

1. Complete the online permit application form Please Include:

- Recorded property owner's full legal name as it appears on Wasatch County Tax Records, email address, phone number and mailing address
- General, Mechanical, Plumbing and Electrical Contractor's business name, phone number, state business license number, email address and business address. If the project will be constructed as an owner builder please complete and upload the Owner Builder Agreement. <https://www.wasatchcounty.gov/forms-checklist-maps>
- As an owner builder you are not required to list sub-contractors. You may bypass those required fields by typing "NA" when form asks for name/email address and 999-999-9999 in the required phone number fields.

*** THE EMAIL ADDRESS ENTERED IN THE CONTRACTOR EMAIL ON OUR PLAN REVIEW PORTAL MUST MATCH THE EMAIL ENTERED TO CREATE THE BUILDER ACCOUNT FOR INSPECTION REQUESTS IN ORDER FOR THE ACCOUNTS TO LINK CORRECTLY ***

FYI- All submitted files are required to be a PDF, all other file types will not be accepted. Please be sure to name all your files according to the naming pattern on Wasatch County Building Department homepage: <https://www.wasatchcounty.gov/building-permit-application>

Required Documents:

2. Floor Plan (drawn to scale)

- Reflect rooms labeled with their use and show all room dimensions
- Reflect location and size of doors and windows
- Reflect lights, light switches, smoke detectors and CO2 detectors

If any structural changes are made, provide electronic PDF format of structural engineering calcs including adequate framing plans and stamped structural details.

PLEASE BE SURE TO HIT 'SUBMIT FOR REVIEW' TO SEND YOUR PROJECT BACK FOR REVIEW AFTER ADDRESSING CORRECTION ITEMS