



HIGHLAND CITY

Building Department

5400 West Civic Center Drive ~ Suite 1

Highland, UT 84003

Phone 801-772-4516

PLAN SUBMITTAL REQUIREMENTS FOR A BASEMENT FINISH

- Complete online permit application form on My City Inspect.
- A non-refundable plan review fee will be assessed at the time of plan check 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 2021 IRC as amended by the State of Utah.
- Floor plan that shows the entire basement including any existing finished areas. The plan needs to be dimensioned and show a square foot area of the proposed work.
- 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, HERS Rating Report, or a complete outline of how the prescriptive code requirements will be met.
- Manual J/S/D calculations and duct design or other approved design.
- An estimated permit value. Permit valuations shall include total value of work, including materials and labor for which the permit is being issued.

* Drawings that do not have all the above information may not be allowed to be submitted for plan review. *