



HEBER CITY RESIDENTIAL BASEMENT FINISH – REMODELS - DECK SUBMITTAL REQUIREMENTS

Rev. 12/2018

Electronic plan reviews

In order to expedite your plan review, please check your plans, support documents (such as engineering calculations or energy code analysis etc...) to be sure the information listed below has been included. When all has been verified, submit your application, plans and support documents as pdf files at heber.mycityinspector.com. This will alert the Building Department of your application for review. Engineers and Architects must seal, sign and date their work. Digital productions of these are accepted by the Building Department.

Assure all applicable items are included on plans.

ONLINE APPLICATION

- Complete the online application with all information requested based on the type of permit requested.

FINISHED BASEMENTS:

- Fully dimensioned floor plans showing all wall openings, stairs, doors, closets, and other spaces
- Label the use of each room and space
- Include all spaces to be included in the area you wish to finish with this permit
- Identify load bearing walls (typically walls already in unfinished basements.)
- Identify any bearing walls being replaced by beams and provide the engineering for each

- Show all windows and give window size in feet such as 4' X 4' etc...
- Identify all bedroom window well dimensions i.e. 4 1/2' wide by 3' deep by 4' tall (measured to the top of the well from the window sill.) All bedrooms with window wells taller than 44" will need an attached escape ladder.

- Show furnace, water heater, and other utility equipment
- Show smoke alarms in each bedroom and one in area adjacent to the bedrooms.
- Show a carbon monoxide (CO) alarm outside bedrooms All smoke alarms and CO alarms must be wired in series to all alarms on all levels.
- Show layout of electrical outlets in all rooms
- Show location of electrical panel serving the finished basement areas
- Show all plumbing fixtures, fireplaces, and other added equipment.

See other handouts for specific information on basement finishing such as (wiring and fire blocking handouts.)

ROOM REMODELS

- Provide a floor plan showing what is there and what is changing i.e. (before and after)
- Dimension all spaces
- Any bedrooms affected will need to show window size and sill height(s)
- Where attics, crawl space, and or unfinished basements exist, smoke and carbon monoxide alarms shall be added to all bedrooms and each floor as required for new dwellings. This is required even if your remodel is not involving these spaces. It is an upgrade of homes to protect against fire and carbon monoxide emergencies.

DECKS

- Fully dimensioned plans required. See Deck handouts for all information needed for deck construction.

PLAN REVIEW PROCESS

- Plans are reviewed on a first come first served basis regardless of complexity.
- Review comments will be sent electronically and corrections will be received electronically. All communication and document transfer will be through MyCityInspector.
- The initial review process can take **2 weeks** to complete based on work load at the time of being submitted.