

## **Residential Basement Finish Plan Submittal Questionnaire**

### **Important notes about document submissions**

- All documents must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit documents as PDF file type only.
- Permit review will be delayed if the required documents are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- All submitted documents will become a public permanent record of the property. It is in your best interest that the submitted PDFs are of the highest quality and detail, in case you or somebody else needs to refer to them in the future.

### **General guidelines**

- Read and get acquainted with the basement finish permit guidelines available [here](#).
- Prepare documents as described on page 2
- Complete the questionnaire on page 3 of this document.
- Complete a basement finish permit application using the [Customer Access](#) portal by adding this form and all required documents in PDF format.

## Required documentation

1. Include a project scope of work: specify all proposed construction, installation, alterations, and demolition.
2. Include construction plans designed according to the Arapahoe County adopted International Residential Code (IRC) and National Electric Code (NEC).
3. Check whether the following items are provided or not (choose “provided” or “N/A” for all items):

Provided	N/A	Item
		Plans must be clear and legible, show the full basement layout, and be drawn to scale (e.g., ¼” = 1’0”)
		Provide square footage and dimensions of all areas.
		Indicate ceiling heights on the plan.
		Show all proposed work and label all existing conditions.
		Label all areas as to their use and indicate finished and unfinished.
		Show the location and access to any existing crawl space on the plan.
		Show window locations and provide sizes, and types (slider, single hung, casement, etc.), and indicate any required safety glazing on the plans.
		Locate stairway and under stair access.
		Show the location of all required emergency escape and rescue openings, including in each sleeping room with window opening and window well dimensions and ladders as required.
		Note the landing size at bottom of stairs showing a minimum of 36” in direction of travel.
		Note the hallway widths on plans showing a minimum 36” width.
		Show existing furnace and water heater locations on plan.
		Show locations for proposed equipment and appliance installation with distances and clearances.
		Provide manufacturer’s specifications for listed and approved equipment and appliances.
		The manufacturer’s installation instructions for new and existing equipment shall be available on-site for inspections.
		Show the locations of plumbing fixtures on plans (e.g. water closet, tub/shower and sink).
		Note the shower size on the plan. (i.e., not less than 900 sq. in. of area, with a dimension no less than 30 inches, and a minimum of 24 inches of clearance in front of the opening)
		Note that the water closet satisfies the minimum required clearances

		of 30 inches in width, and 21 inches clear to the front.
		Note any new electric sub-panel that will be installed on the plan. It may not be installed in a bathroom or clothes closet or located over stairs.
		Show locations for smoke alarms, required in each sleeping room and outside in the immediate vicinity of all sleeping rooms (maintain 3 feet from bathroom door). and CO alarms are required outside of, and within 15 feet of sleeping rooms.

## Questionnaire

How many bedrooms are there on the plan? \_\_\_\_\_

Exterior basement wall insulation:  existing by the builder  will be installed.

Are there any previously finished areas in the basement?  Yes  No

If yes, was a building permit obtained for any previously finished work?  Yes  No

Provide applicable permit number \_\_\_\_\_

Provide total basement square footage: \_\_\_\_\_

Existing square footage: finished \_\_\_\_\_ unfinished \_\_\_\_\_

Proposed square footage: finished \_\_\_\_\_ remaining unfinished \_\_\_\_\_

Does the scope of work include any alterations to the existing finished space?  Yes  No

Is there to be any demolition of existing work?  Yes  No

(NOTE: for Colorado Department of Public Health and Environment State- Asbestos Unit requirements, please refer to [CDPHE Guidelines](#).)

What is the type of basement?  Walkout  Garden level  Below grade

Is the basement:  floor slab on grade  structural floor

(NOTE: Existing access and ventilation are NOT to be altered under structural floors.)

Does the scope of work include any structural modifications?  Yes  No

(e.g., any alterations to the foundation or exterior wall, added openings or windows, beam removal or relocation, header alteration, posts being moved or removed, relocated crawl space opening, etc.)

NOTE 1: if yes, describe any structural modifications in the scope of work and clearly identify them on the plans

NOTE 2: an engineer's letter or design may be required

Is the furnace or water heater to be relocated?  Yes  No

Does the scope of work include any gas pipe alterations or installations?  Yes  No  
(NOTE: If yes, provide a completed Adding or Replacing Gas Appliances Questionnaire with a one-line diagram for review and approval prior to installation.)

Is the furnace being replaced?  Yes  No

Is an additional furnace being installed?  Yes  No

Is the water heater being replaced?  Yes  No

Is a tank-less water heater to be installed?  Yes  No

Is a fireplace to be installed?  Yes  No  
If yes, this appliance is:  Gas  Electric

Is a clothes dryer being installed?  Yes  No  
If yes, this appliance is:  Gas  Electric

Is a pellet stove to be installed?  Yes  No

Is a heated floor system to be installed?  Yes  No

Is a steam shower to be installed?  Yes  No

Is there a sauna or spa or hot tub to be installed?  Yes  No  
(NOTE: Hot tubs on structural floors may require review of a design professional for adequacy of supporting members.)

Is there a kitchen (fixed in place cooking appliance)?  Yes  No  
(NOTE: If yes, zoning approval is required.)

Is there a wet bar shown on the plan?  Yes  No

Is this home on a septic system?  Yes  No  
(If yes, contact the County's public health department, if bedrooms are shown on the plan.)

Is there a "poured-in" shower pan?  Yes  No