



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Suite 017
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Building Plan Submission Checklist – Finished Basement

- Completed [Building Permit Application Data Sheet](#)
- TWO complete plan sets containing all of the following items and information
 - All plan elements clearly drawn to scale, scale must be clearly identified on plan set
 - Floor plan
 - Show the full building level
 - Indicate which walls, doors, and windows will be removed
 - Indicate which walls, doors, and windows will be remain unchanged
 - Indicate which walls, doors, and windows will be added
 - Dimension the building and perimeter room sizes
 - Detail and dimension location of all walls, doors, and windows
 - Identify height and width sizes of all doors and windows
 - Identify egress window locations if applicable
 - Label use of all rooms (finished and unfinished)
 - Locate bathroom fixtures if part of scope of work
 - Stair dimensions (existing or new)
 - Detail stairway dimensions – provide section view for uneven or old stairway
 - Identify stair rise and run
 - Identify stair width
 - Identify stair headroom
 - Identify stair landing dimension at top and bottom of stairs
 - Ceiling height
 - Identify ceiling height from finished flooring to ceiling, and any low points under beams, pipes, or ducts
 - Sloped ceilings should indicate the location of 7' and 5' ceiling height line
 - Site plan (only required if new egress window well is required for exiting)
 - Identify and dimension all lot lines
 - Identify and dimension all building and site features
 - Dimension distances from building to the lot lines