



Basement Finish Permits

1. Drawings of rooms to be finished with the sizes and locations of all electrical outlets, lights and smoke detectors.
2. Fill out permit application on the [permit portal](#), upload all files needed including drawings.
3. The following inspections are needed:
 - A) 4-Way (framing, electrical, plumbing and heating)
 - B) Insulation
 - C) Final (when everything is complete)
4. All inspections should be scheduled through our [permit portal](#) or by calling City Hall at 801-776-0970 at least 24 hours in advance.