



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