



**Norton Shores Building Division**  
4814 Henry Street, Norton Shores, Michigan 49441  
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**CHECKLIST FOR RESIDENTIAL BASEMENT FINISH**  
**ITEMS REQUIRED ON ALL DRAWINGS PRIOR TO PLAN REVIEW**

\_\_\_\_\_ **TWO (2) SETS OF DRAWINGS / FLOOR PLAN**

ONE SET WILL BE APPROVED AND RETURNED TO YOU. THIS SET MUST BE ON THE JOB SITE OR **NO** INSPECTIONS WILL BE CONDUCTED. THE DRAWINGS MUST BE ACCOMPANIED WITH ANY ENGINEERED SHOP DRAWINGS RELEVANT TO YOUR PROJECT.

**CONSTRUCTION DOCUMENTS SHALL BE** OF SUFFICIENT CLARITY TO INDICATE THE LOCATION, NATURE AND EXTENT OF THE WORK PROPOSED AND SHOWN IN DETAIL AND WILL CONFORM TO THE PROVISIONS OF THIS CODE.

\_\_\_\_\_ FLOOR PLAN, INCLUDING LOCATION & DIMENSIONS OF ROOMS

\_\_\_\_\_ SIGNED & COMPLETED BUILDING PERMIT APPLICATION

**ITEMS REQUIRED TO BE INDICATED ON DRAWINGS**

\_\_\_\_\_ WINDOW SIZES AND LOCATIONS

\_\_\_\_\_ SMOKE DETECTOR/CARBON MONOXIDE ALARM LOCATION(S)

\_\_\_\_\_ FURNACE AND WATER HEATER LOCATION

\_\_\_\_\_ TYPE OF INSULATION FOR EXTERIOR WALLS, INCLUDING R-VALUE

**REQUIRED INSPECTIONS:**

ENERGY, UNLESS DONE BY A 3RD PARTY, THEN WE NEED THEIR REPORT  
ROUGH-IN  
FINAL