

TOWNSHIP OF LIVINGSTON
BASEMENT ALTERATIONS CHECKLIST

PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT ACCORDING TO
COMPLEXITY OF PROJECT

1. Need a copy of contractors' current Home Improvement card. Applications will not be accepted without this information.
2. Need three (3) sets of building plans. All drawings must be signed by homeowner and include their name & address unless plans are drawn by a New Jersey registered architect.
3. Need homeowner's plan certification section of application completed unless plans are drawn by a New Jersey registered architect.
4. Need to fill out applicable sub-code sections. Contractors must sign applications and Electric and Plumbing sub-code sections must have contractor's raised seal.
5. Include sketch showing existing and proposed electrical work, ie: receptacles, switches and devices. Quantities on sketch must match quantities on application.
6. Show typical wall stud size and spacing. (Pressure treated sill plate).
7. Specify wall /floor /ceiling insulation material and thickness proposed.
8. Specify interior wall /ceiling finish material and thickness proposed.
9. Show wired smoke detector and CO detector locations proposed on the floor plan.
10. Show egress window locations on the floor plan (if applicable).
11. Specify the use of the new space and label plan accordingly, ie; playroom, laundry, office, etc.
12. Draft-stop required at top of partitions.