
TOWNSHIP OF LIVINGSTON

TYPICAL CHECKLIST: BASEMENT ALTERATIONS

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 with out this information*****
2. Need three (3) sets of building plans. Show all structural changes (floor plan).
3. Need to fill out applicable sub-code sections. Contractors must sign applications and Electric and Plumbing sub-code sections must have the contractor's raised seal.
4. Need homeowner's plan certification section of application completed- unless plans are drawn by a New Jersey registered architect.
5. Show typical wall stud size and spacing. (Pressure treated sill plate).
6. Specify wall / floor / roof insulation material and thickness proposed.
7. Specify interior wall / ceiling finish material and thickness proposed.
8. Show wired smoke detector and CO detector locations proposed on the floor plan.
9. Show egress window locations on the floor plan (if applicable).
10. Specify the use of the new space.
11. Please note on plans if there are no structural changes.
12. Draft-stop required at top of partitions.