

Basement Project Planning Checklist

Client Name:	
Address:	
Date:	

Purpose of the Project

■ What will the basement be used for? Entertainment / In-law (ADU) / Other:

If it's an added bedroom or dwelling:

- What size septic system is currently on site (if known)? _____
- How many bedrooms is the home currently listed as? _____

Moisture & Water Concerns

- Any signs of water issues in the basement? If yes, describe: _____
- Has anything down there ever gotten wet?
- Any areas noticeably susceptible to moisture?

Existing Basement Conditions

- Approximate total square footage of the basement: _____ sq. ft.
- Is any part of the basement currently finished? Yes / No
- If yes, approximately how much? _____ sq. ft.
- Will any existing finished space be demoed? Yes / No

New Finished Space

- Will we be adding new finished space? Yes / No
- If yes, how much finished square footage will be added? _____ sq. ft.

Heating

- Is there existing heat in the basement? Yes / No
- If yes, what type? _____
- If no, what type of heat would you like to add?
- Plumbing / hot water baseboard ■ Electric baseboard ■ Forced air ■ Other:

Insulation

- Insulation type for walls: ■ Spray foam ■ Batt insulation
- Will the ceiling be insulated? Yes / No
- If yes, choose one: ■ Standard batt insulation ■ Rock wool ■ Other soundproofing system:

Electrical

- Is there currently electrical in the basement? Yes / No
- Will we be adding additional electrical? Yes / No
- What is the home's current electrical service? ■ 100 amp ■ 200 amp ■ Other: _____
- Will an upgrade or sub-panel be needed for the finished space? Yes / No

Windows & Access

- Are there windows in the basement? Yes / No
- Is there a separate walkout? ■ Bulkhead ■ Ground-level finished exit
- If no walkout, would you like to add one? Yes / No

Plumbing

- Will we be adding plumbing? Yes / No
- If yes, describe: ■ Bathroom ■ Kitchenette ■ Washer/dryer ■ Other: _____
- What type of existing plumbing materials are currently in place? ■ Copper ■ PVC ■ PEX ■ Other: _____
- Would you like to upgrade or replace any existing plumbing? Yes / No
- Would you like to add a filtration system before adding new plumbing? Yes / No

Ceiling & Finishes

- Ceiling type: ■ Drop ceiling ■ Drywall ceiling
- Custom finishes: ■ Cabinetry ■ Countertops ■ Built-ins ■ Shelving ■ Other: _____

Planning Tools

- Please provide any of the following if available:
- Rough floor plan of the area
- Photos of the existing space
- Photos of the exterior bulkhead (if considering a walkout)
- Inspiration or reference photos for finishes or layouts