

BASEMENT FINISH APPLICATION REQUIREMENTS

REQUIRED PERMITS



The following permits are required for a typical basement finish project:

- ✓ A **Building permit** for the framing and finish work.
- ✓ A **Plumbing permit** for any plumbing for bathrooms, hot tubs, wet bars, etc.
- ✓ An **Electrical permit** for receptacles, lights, electric floor heat, etc.
- ✓ A **Heating permit** for heat supply and return runs, bathroom ventilation, temporary heat, etc.
- ✓ A **Gas Piping permit** if any additional gas lines will be installed.
- ✓ A **Fireplace permit** if any gas or wood burning fireplace will be installed.



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GENERAL DESIGN AND CONSTRUCTION REQUIREMENTS

The designer or end user is liable for determining the usefulness of the following information for its intended purpose!

A smoke detector is required on every level of the home and in every bedroom of the home and the hallway serving the bedroom.

Habitable basement and sleeping rooms require at least one egress window or door for emergency escape and rescue which shall open directly to the outside.

Habitable rooms, hallways, corridors, bathrooms, toilet rooms, and basements shall have a ceiling height of not less than 7 feet. The required height shall be measured from the finish floor to the lowest projection from the ceiling.

All sleeping and living spaces must be a minimum of 70 sq. ft. in net floor area.

Bathtub and shower floors and walls above bathtubs with installed shower heads and in shower compartments shall be finished with a non-absorbent surface. This surface shall extend to a height of 6 feet, measured from the finished floor. The use of water resistant gypsum panels on walls with a vapor barrier installed is prohibited.

A 3 foot landing is required at the bottom of the basement stairway when separated by a door.

Treated or decay resistant wood is required for sole plates in wall framing when in contact with concrete floors.

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REQUIRED INSPECTIONS

A plumbing, heating, electrical rough-in inspection is needed to check all work which will be hidden by walls, floors and ceilings.

A fireplace inspection is needed after the inner firebox and chimney are installed, but before any decorative finish material. If a gas fireplace is being installed, an air test on the gas line is also required.

A framing inspection after the mechanical rough-in inspections and after the rough carpentry is done, but prior to the installation of insulation or cover materials.

An energy efficiency inspection is required after the installation of all required insulation and vapor barrier.

A final inspection is required for each permit after the basement project is complete. An electrical final must be scheduled as a separate inspection, before the building final can be completed.

BASEMENT FINISH



"Listen Respectfully, Think Ahead, Act Responsibly"

BASEMENT FINISH APPLICATION REQUIREMENTS

REQUIRED INFORMATION for APPLICATION for BUILDING PERMITS



It is important that you supply complete and accurate information as part of the application process for your building permit. The Inspections Office will perform a plan review to check for minimum building code compliance *before* a building permit will be issued. As part of the application process you must submit plans or drawings of the project. For a basement finish the plans must be drawn to scale and be clear enough to determine code compliance. These plans should include;

- ✓ Room dimensions and the proposed end use.
- ✓ Construction details including the size and spacing of wall studs, floor joist's and beams & headers, noting if they are existing or proposed new construction.
- ✓ The R-value of proposed exterior thermal insulation.
- ✓ The location and size of all required egress windows and doors.
- ✓ Locations of smoke detectors.

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All existing, compressible floor coverings must be removed prior to construction of new walls.

A securely attached cover is required over all sump baskets.

Adequate combustion air and ventilation is required to all furnace/hot water heater compartments.

A clear, unobstructed access area is required in front of all circuit breaker boxes, mechanical equipment, plumbing clean-outs and tub traps.

A bath fan vented to the outside is required in all bathrooms unless the bathroom has an operable window.

- ✓ Locations of electrical circuit panels, mechanical, sump baskets and other existing equipment.
- ✓ The proposed locations of all heat supply and return registers.
- ✓ Plumbing fixture locations and locations of access panels to new or existing plumbing.
- ✓ Fireplace type and size.

The last page of this handout includes a sample of the type and format of the drawings that should be provided. You do not need to hire an architect to draw your plans. Simple scale drawings on graph paper or similar should be sufficient. It is the content of the drawing that is the most important factor.

SMOKE DETECTOR AND EGRESS REQUIREMENTS



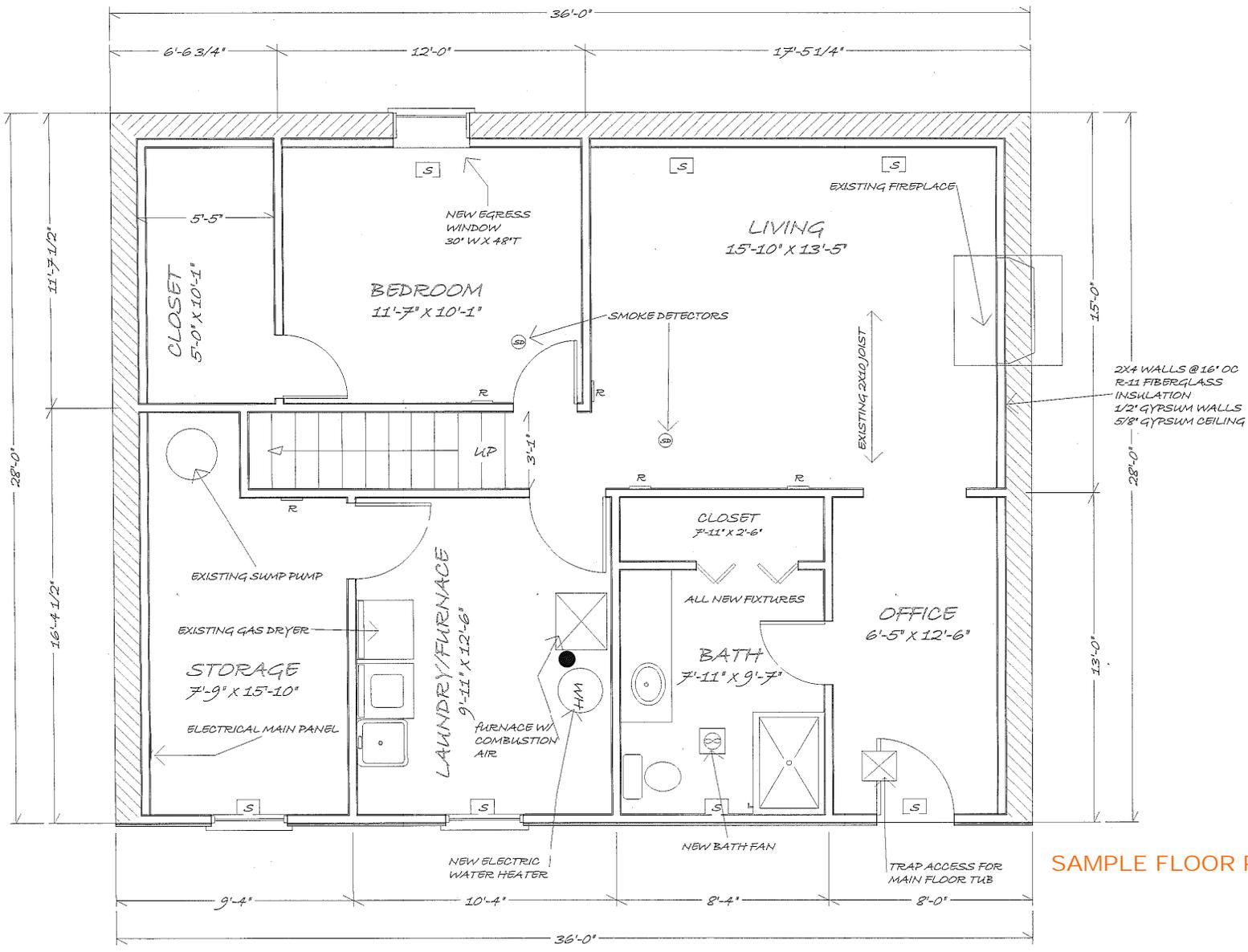
Smoke detectors are required in all of the following locations, this includes all existing rooms in the home;

- ✓ One in every sleeping room.
- ✓ Outside and in the immediate vicinity of every sleeping room.
- ✓ A minimum of one per floor.

When the ceiling or wall finishes have been removed and would allow, the smoke alarms shall be hardwired and interconnected.

All sleeping rooms and basements require one emergency escape and rescue opening. This can be a door or operable window. Grade floor openings must supply a net clear opening of 5.0 sq. ft. All others must supply a net clear opening of 5.7 sq. ft. The sill height can not exceed 44 inches from the finished floor. All openings must meet a minimum net height of 24 inches and width of 20 inches. Doors and windows used to achieve this requirement can not require the use of any keys, tools or special knowledge in their operation.

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SAMPLE FLOOR PLAN

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