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## BASEMENT FINISH

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- Building permits are required to finish an area in your basement, which includes such things as constructing, moving, and/or altering a wall; installing a wall surface on existing exposed studs; or installing a ceiling surface. **Additional permits are required if any electrical, sprinkler, ductwork, fireplace, plumbing, or gas piping work is being performed.**
- Along with the completed Building Permit Application, submit:
  - Two copies of plans (drawn to scale) showing the proposed design, including:
    - The year your home was built
    - Proposed floor plan design including dimensions
    - Existing floor plan overview
    - A list of construction materials to be used
    - Where the listed construction materials will be located
    - A description of the plumbing fixtures to be used
    - The location of plumbing fixtures
    - A description of any changes to existing heating, ventilation and air conditioning
    - The location of any changes to heating and ventilation
    - Whether there is a Radon System present
    - Labeling of all rooms
    - Sprinkler placement (if present)
    - Additional information may be required by the plan reviewer.
  - Combustion Air/Make-Up Air Worksheet (attached)  
If you have questions while completing the worksheet, please call 952-442-7520.
  - Supplement to Basement Finish Application Worksheet (attached)
- All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturers' installation specifications for each product.

**PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:**  
**POSTED** prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

### INSPECTION REQUIREMENTS:

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

**Inspections:** Please check your permit card for the actual required inspections for your project.

- **Plumbing rough-in (A plumbing permit is required if any water supply or drain, waste, or vent pipes are altered or installed.):** New or altered underground plumbing pipes must be inspected before covering with dirt or concrete; above ground vent and waste pipes must be inspected and air tested before wall covering is applied.
- **Heating/Mechanical (HVAC) rough-in (Heating/Mechanical permits are required for the installation of bath/kitchen fans, and/or a fireplace or other type of heating appliance.):** Ducts and pipes used to convey the source of heat throughout the finished area must be accessible and exposed.

- **Electrical rough-in:** Electrical work must be inspected before insulation, sheet-rock, paneling, or other materials cover any wiring. Underground wiring must be inspected before the trench is back-filled. Except for the final connection to switches, receptacles, and lighting fixtures, all ground wires and other wires in boxes must be spliced and pigtailed.
- **Framing:** Framing is inspected after the interior partitions and any fire blocking and bracing are in place; sprinkler, mechanical, electrical, and plumbing systems are in place; and the rough-in inspections have been approved.
- **Insulation:** This inspection needs to be performed after the insulation and vapor barrier are in place and fully taped.
- **Final Inspections** for plumbing, HVAC, sprinklers and electrical work must be performed before the wiring/plumbing/mechanical equipment is utilized and the space occupied, and before the basement finish final inspection.
- **Final:** All life safety items must be complete, including smoke and carbon monoxide detectors, before the final inspection will be signed off.

**Warning:** The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturer's installation requirements.

If a re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

**Note:** The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit can be issued.

**Note:** To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

**Note:** For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: info@mnspect.com.

## PROJECT CHECKLIST:

The following is a guideline to assist in compliance with the requirements of the MN State Building Code.

- The Permit Card, approved Plan, and Survey must be onsite and available at each inspection.
- The home address must be visible from the street.
- Smoke detectors and carbon monoxide detectors must installed and operational. (See handouts regarding smoke and CO detectors for requirements.)
- Unobstructed headroom of 6' 4" feet must be provided in habitable spaces, kitchens, halls, bathrooms, toilet compartments, and laundry rooms located in basements.
- Foundation plates or sills resting on concrete slabs shall be treated wood or foundation grade redwood.
- Sill-sole plates shall be adequately secured to the floor.
- Fire blocking must be in place.
- If fireplace was installed, the shut-off valve and unit must be within 6' of each other.
- When the underside of the stairway is enclosed and accessible by means of a door, ½" gypsum board is required on walls and ceiling of enclosed area.
- An egress window is required in every bedroom and in basements when habitable space is first added or habitable space is expanded. If an egress window is installed in a basement bedroom, an additional egress window is not required in the balance of the basement unless there are additional bedrooms. (See *Emergency Escape & Rescue Opening* handout for more information.)

# COMBUSTION AIR/MAKE-UP AIR WORKSHEET

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Total floor Area (including basement): \_\_\_\_\_

Size of Room with Combustion Equipment: \_\_\_\_\_

Average Ceiling Height \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

**\*Check all that apply**

**Year Home was Constructed**

Pre-1994

1994-2003

2004 and After




**Combustion Equipment (Existing & New)**

	Atmospheric Vent	Fan Assist/ Power Vent	Direct Vent	Electric
Water Heater Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fireplace**

Gas Direct Vent	Gas Log Insert	Wood Burning Solid Fuel	Factory Wood Burning Solid Fuel Closed Combustion Air
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Ventilation System/Per Energy Code, Not Mechanical Code**

Exhaust Only	Balanced(HRV/ERV)	None
<input type="checkbox"/> Fan 1 CFM: _____ <input type="checkbox"/> Fan 2 CFM: _____	<input type="checkbox"/>	<input type="checkbox"/>

**Exhaust Systems**

	Yes	No
Kitchen	<input type="checkbox"/> CFM: _____	<input type="checkbox"/> CFM: _____
Central Vacuum	<input type="checkbox"/> CFM: _____	<input type="checkbox"/> CFM: _____
Bath Fan	<input type="checkbox"/> CFM: _____	<input type="checkbox"/> CFM: _____
Other	<input type="checkbox"/> CFM: _____	<input type="checkbox"/> CFM: _____

# SUPPLEMENT to BASEMENT FINISH Permit Application Worksheet

(MUST be included when applying for permit)

The following information is required when applying for a Basement Finish permit application.  
(Some of this information may also be listed on your plans.)

1. Exterior wall construction:
  - a. Size of studs/stripping \_\_\_\_\_
  - b. Spacing of studs \_\_\_\_\_
  - c. Type and thickness of insulation \_\_\_\_\_
  - d. Vapor barrier (i.e. 4 or 6 mil polyethylene) \_\_\_\_\_
  - e. Wall covering (i.e. 1/2" sheetrock) \_\_\_\_\_
2. Interior wall construction:
  - a. Size of studs \_\_\_\_\_
  - b. Spacing of studs \_\_\_\_\_
  - c. Wall covering (i.e. 1/2" sheetrock) \_\_\_\_\_
3. Ceiling covering (i.e. 1/2" or 5/8" sheetrock) \_\_\_\_\_
4. Plumbing to be installed (check one for each bathroom)
  - a. \_\_\_\_\_ NONE
  - b. \_\_\_\_\_ 1/2 bath on existing rough-in plumbing
  - c. \_\_\_\_\_ 3/4 or full bath on existing rough-in plumbing
  - d. \_\_\_\_\_ 1/2 bath including new rough-in plumbing
  - e. \_\_\_\_\_ 3/4 or full bath including new rough-in
  - f. \_\_\_\_\_ other (please specify) \_\_\_\_\_
5. Heating to be installed (check one)
  - a. \_\_\_\_\_ Extend supply and returns
  - b. \_\_\_\_\_ Use existing with no changes
  - c. \_\_\_\_\_ other (please specify) \_\_\_\_\_
6. Will a fireplace be installed?  Yes  No  
Type of fireplace \_\_\_\_\_
7. Total square footage of the finished basement area? \_\_\_\_\_
8. Sprinkler to be installed/modified? \_\_\_\_\_