



FINISHED BASEMENT/REMODEL

Requirements for Building Permit Application

1. Completed Building Permit application form with signature
2. Submit two (2) copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information.
 - a. Existing/Proposed size of rooms being finished - dimensions;
 - b. Indication of room use (i.e. bathroom, bedroom, laundry, family room);
 - c. If bedrooms are built, egress windows are required (on in each sleeping room);
 - d. Required installation of Smoke Detectors (see below).

General Installation of Smoke Detectors

1. In dwelling units, a detector shall be installed in each newly constructed sleeping room and at a point outside of each sleeping area in the immediate vicinity of the bedrooms. A smoke detector shall be installed on each story including the basement.
2. When interior alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created, smoke detectors shall be installed throughout the existing dwelling unit as required for new dwellings; the smoke detectors shall be interconnected and hard wired. (Exception: When alterations/repairs do not result in the removal of interior walls or ceiling finish, unless there is an attic, crawl space or basement available which could provide access).
 - a. One in each sleeping room;
 - b. One outside of each separate sleeping area in the immediate vicinity of the bedrooms;
 - c. A smoke detector shall be installed on each story and in the basement;
 - d. In dwellings where a story or basement is split into two or more levels the smoke detector shall be installed on the upper level except when the lower level contains a sleeping area, a detector shall be installed on each level.
3. In new construction smoke detectors shall receive their power from the building wiring and shall be equipped with battery backup.

General Building Requirements

1. Must provide unobstructed headroom of seven (7) feet in habitable spaces, kitchens, halls, bathrooms, toilet compartments, laundry rooms and basements.
2. Foundation plates or sills resting on concrete slabs shall be treated wood or foundation grade redwood.
3. Adequately secure sill-sole plates to floor.
4. Fire blocking requirements – please reference attached sheet.

*Heating/Mechanical permits are required for the installation of a fireplace or other type of heating appliance.

*Plumbing permit is required if a bathroom or wet bar is added or being finished.

Note: *The aforementioned criterion represents general code requirements relative to basement finish/remodel. For specific code and zoning requirements, please contact the Building Official at (763) 479-1720 or toll free 1-800-223-1720 or the Planning Department at (952) 492-2535.*

Required Inspections

1. Framing
2. Insulation
3. Plumbing (if applicable)
4. Heating/Mechanical (if applicable)
5. Electrical
6. Final

General Notes

1. The approved Plan and shall be kept on the job site until the final inspection has been made.
2. The Inspection Record Card shall be on site and shall remain posted until the final inspection has been made. Cards should be protected from the weather.

**The State of Minnesota requires that all residential building contractors, remodelers and roofers 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 Commerce to the City before a permit can be issued.*

**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 Commerce at 651-296-2594 or toll free 1-800-657-3602.*

If you should have any questions, please call the Building Official.

For inspections call the Building Official at **(763) 479-1720 or toll free 1-800-223-1720** between 7:00 a.m. and 4:30 p.m. Monday through Friday.