

## BASEMENT FINISH

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- Materials and installation must comply with the current Minnesota State Building Code and the manufacturers' installation specifications for each product.
- A building permit is required to finish an area in your basement, including: 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 electrical, sprinkler, ductwork, fireplace, plumbing, or gas piping work is being performed.**

### **BUILDING Permit Submittal shall include:**

- Building Permit Application**, completed in its entirety, including signature and valuation.
- SUPPLEMENTAL WORKSHEET FOR BASEMENT FINISH** (included in this handout).
- One set of plans** (drawn to scale) showing the proposed design, and including:
  - The year home was built.
  - Proposed floor plan design including dimensions.
  - Existing floor plan overview.
  - A list of construction materials to be used and where the listed materials will be located.
  - A description of the plumbing fixtures to be used and their locations.
  - A description of any changes to existing heating, ventilation or air conditioning and their locations.
  - Whether there is a radon system present.
  - Labeling of all rooms.
  - Sprinkler placement (if present).
- Additional information may be required by the plan reviewer.

### **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:**

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **Office Hours:** Monday - Friday • 8:00 a.m. - 4:30 p.m.
- **Phone:** (952) 442-7520 or (888) 446-1801

### **Inspections:** (Refer to your permit card regarding project-specific inspections)

- **Someone 18 years or older must be present at the time of each inspection.**
- **Plumbing rough-in** (A plumbing permit is required if water supply or drain, waste, or vent pipes are altered or installed.): New or altered underground plumbing pipes must be inspected before being concealed with dirt or concrete. Above ground vent and waste pipes must be inspected and air-tested before wall covering is applied.
- **Mechanical (HVAC) rough-in** (A mechanical permit is 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** (An electrical permit is required for any electrical changes): Electrical work must be inspected before installing insulation, sheet-rock, paneling, or any work concealing electrical 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 is performed after the insulation and the interior 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 before the basement finish final inspection.
- **Final:** All life safety items must be complete, including smoke and carbon monoxide alarms, before the final inspection will be signed off. The space may not be occupied prior to the final inspection approval.

**NOTICE:** Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved.** It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a **reinspection fee may apply.**

**Note:** The State of Minnesota requires all residential building contractors, remodelers, roofers, plumbers, and electricians to obtain a state license, unless they qualify for a specific exemption. 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 will be issued.

**Note:** To determine contractor requirements, or to check the licensing status of a contractor, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

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

## PROJECT CHECKLIST:

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

- The home address must be visible from the street.
- Smoke alarms and carbon monoxide alarms must be installed and operational. (See handouts regarding smoke and CO alarms 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 in direct contact with the ground, unless separated by an impervious moisture barrier, shall be treated.
- Sill-sole plates shall be adequately secured to the floor.
- Fireblocking must be in place.
- If fireplace is was installed, the shut-off valve and unit must be within 6' of each other and in accordance with manufacturer's instructions.
- 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 in new basements and when habitable space is first added or expanded unless a compliant automatic sprinkler system is installed. If an egress window is installed in a basement bedroom, an additional egress window is not required in the rest of the basement unless there are additional bedrooms. (See *Emergency Escape & Rescue Opening* handout for more information.)

# SUPPLEMENTAL WORKSHEET FOR BASEMENT FINISH

(**MUST** be included when applying for permit)

The following information is required when applying for a Basement Finish permit. (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 plumbing
  - 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? \_\_\_\_\_