



BASEMENT REMODEL
24-HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS!
Call 763-531-5127 if you have any questions

INFORMATION REQUIRED FOR A BASEMENT FINISH BUILDING PERMIT APPLICATION

1. Completed and signed Building Permit application.
2. Two copies of plans showing proposed layout and materials. Plans shall be drawn to scale and shall include the following information:
 - A. A floor plan indicating:
 - Location of basement exterior walls
 - Location of all existing and proposed interior walls of basement
 - Use of each existing and proposed room
 - Location and sizes of windows and doors
 - Wall construction materials
 - Location of existing or proposed plumbing fixtures, furnace and water heater
 - Location or stairway, fireplaces, etc
 - Location of smoke detectors
 - B. A cross-section plan indicating:
 - Proposed finished ceiling height
 - Walls, floor, including treated plates and ceiling finish materials
 - Existing and proposed insulation, vapor barrier and moisture barrier

GENERAL BUILDING CODE REQUIREMENT:

1. Bottom plates of proposed walls shall be of approved treated wood.
2. Properly sized beams and headers must be used in structural bearing conditions. Specify intended sizes of such beams and headers on plans.
3. Open side(s) of stairways more than 30" above the floor shall be provided with a guardrail having intermediate rails spaced less than 4" apart.
4. Enclosed usable space under stairs must be protected on the underside with 1/2" thick gypsum wallboard.
5. Fire block/draft-stop all soffits and drop ceilings
6. A smoke detector shall be installed in each sleeping room, at in the hallway area giving access to each separate sleeping area, and on each level of the home. Smoke detectors shall also be installed throughout the existing structure in this fashion.
7. Each bedroom shall be provided with an escape or rescue window having:
 - A minimum net clear open-able area of not less than 5.7 square feet
 - A minimum net clear opening height dimension of 24 inches
 - A minimum net clear opening width dimension of 20 inches
 - A finished sill height of not more than 44 inches above the floor

8. Escape or rescue window with a finished sill height below the adjacent ground elevation shall have a window well that complies with the following:
 - The clear horizontal dimension shall allow the window to be fully opened and provide a minimum accessible clear area of 9 square feet (with a minimum dimension of 36 inches)
 - Window wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or stairs that are accessible with the window in the fully open position. The ladder or stairs shall not encroach into the required dimensions of the window well by more than six (6) inches.
9. Foam plastic insulation shall be protected on the interior by not less than 3/8 inch thick gypsum board.
10. Vapor barrier in unfinished areas must be flame-spread rated.
11. Each water closet shall be located in a clear space not less than 30 inches in width and have a clear space in front of the water closet stool of not less than 24 inches.
12. Each bathroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior.
13. The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedrooms) is 7 feet.
14. Mechanical rooms must be provided with outside combustion air for existing gas fired appliances.
15. Compression joints or fittings in gas piping may not be concealed within the wall or ceiling construction.

Note: The above only outline General Code Requirements relative to a finish basement construction. For specific Code requirements, please contact the Community Development Dept at 763-531-5127. Questions regarding design and cost should be referred to a professional builder or architect.

REQUIRED INSPECTIONS

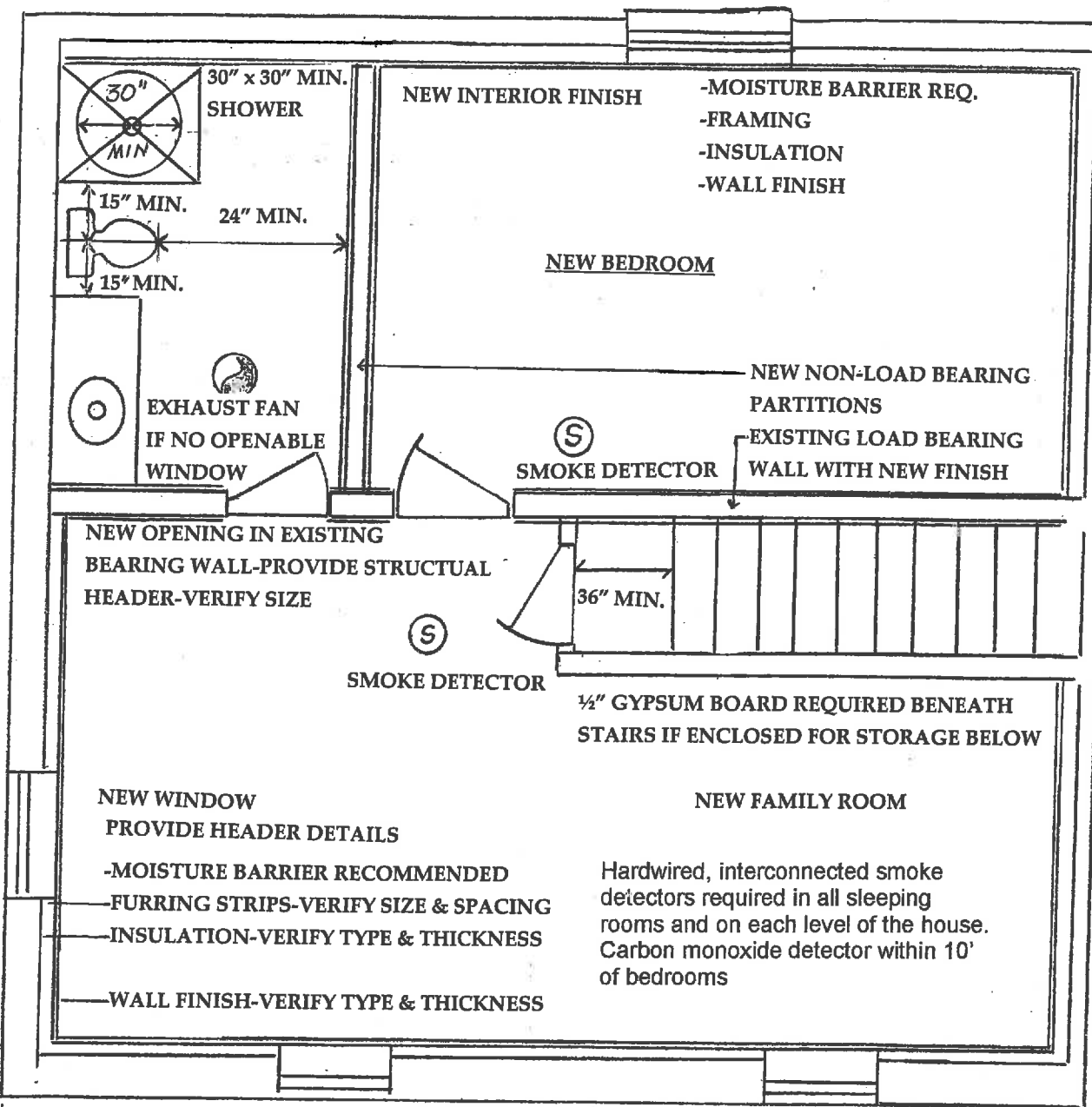
1. Framing/Insulation: To be made after all framing insulation and ductwork are in place and the rough electrical, plumbing and mechanical systems are approved.
2. Final: To be made when construction is complete and final inspection of any electrical, plumbing and mechanical work is complete..

GENERAL NOTES

1. Plan review and building permit issuance normally require 7– 10 working days from receipt of the completed application.
2. The stamped “Approved” building plans and the Inspection Record Card shall be made available to the inspectors for all inspections. The **inspection record card** should be posted on the exterior of the residence facing the street until the final inspection is made.
3. Separate permits are required when installing electrical wiring, plumbing and mechanical systems.
4. Call Inspections at 763-531-5127 between 8:00 AM and 4:30 PM, Monday – Friday to schedule inspections.

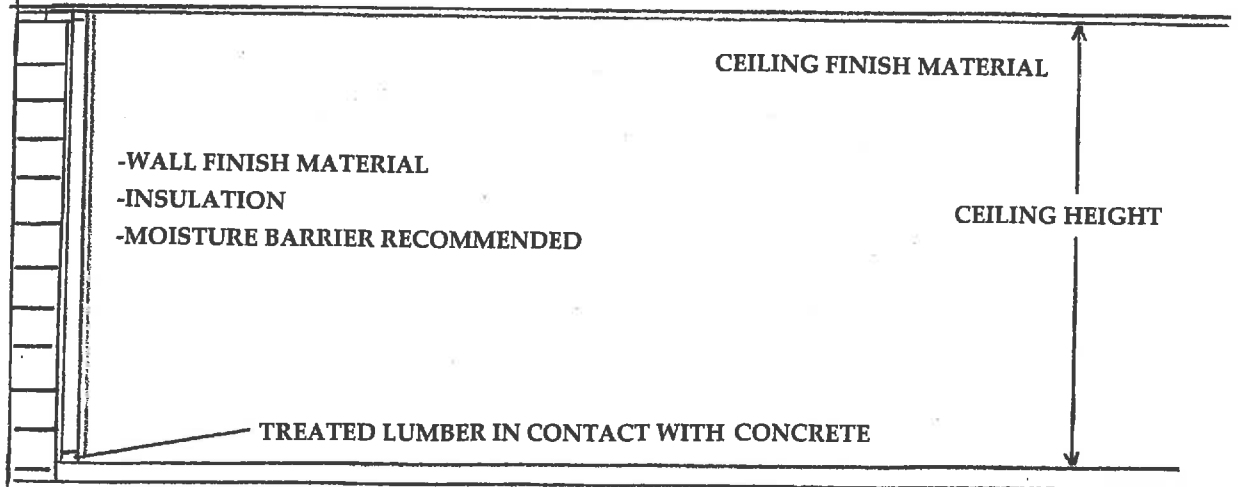
BASEMENT FINISH SAMPLE PLAN

**EMERGENCY ESCAPE WINDOW REQUIRED
VERIFY WINDOW SIZE & TYPE**



BASEMENT FLOOR PLAN (GIVE SCALE)

FIRST FLOOR STRUCTURAL SYSTEM



CROSS SECTION (GIVE SCALE)