



FINISH BASEMENT HANDOUT

CHECK LIST:

- _____ One completed building permit application form, including site address, owner's name, and daytime phone number. The permit shall also include the type of work, square footage, estimated valuation of complete project, and applicant's signature and printed name.
- _____ Two copies of floor plans showing proposed layout and materials. Plans shall be drawn to scale.

The floor plans shall also show the following:

1. Signed, completed Building Permit application form.
2. Two (2) copies of plans showing proposed layout and materials. Plans shall be drawn to scale and shall include the following information:
 - A. A flooring plan indication:
 - Location of lower level or basement exterior walls.
 - Location of all existing and proposed interior walls of lower level or basement.
 - Name of each existing and proposed room.
 - Location and sizes of windows and doors.
 - Location of existing or proposed plumbing fixtures; furnace and water heater.
 - Location of stairway, fireplaces, etc.
 - Location of smoke detector and carbon monoxide detectors.
 - Wall, floor and ceiling finish materials.
 - Existing and proposed insulation, vapor barrier and moisture barrier.
 - B. Attached are examples of drawings which are intended as a guide only.

The cross section plan shall show the following:

1. Proposed finished ceiling height
2. Wall, floor and ceiling finish materials
3. Existing and proposed insulation and vapor barrier



GENERAL CODE REQUIREMENTS:

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.
3. Specify intended sizes of such beams and headers on plans.
4. 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.
5. Enclosed usable space under stairs must be protected on the underside and wood framing including walls and ceiling with ½" thick gypsum wallboard (sheetrock).
6. A smoke detector shall be installed in all bedrooms and hallway giving access to the bedrooms. These detectors shall be interconnected.
7. Carbon monoxide detectors shall be installed within in 10 feet of any sleeping area.
8. Each bedroom and basement or finished area shall be provided with an escape or rescue window having:
 - a. A minimum net clear openable area of not less than 5.0 square feet for grade floor openings.
 - b. A minimum net clear openable area of 5.7 square feet for any openings other than grade floor.
 - c. A minimum net clear opening height dimension of 24 inches.
 - d. A minimum net clear opening width dimension of 20 inches.
 - e. A finished sill height of not more than 44 inches above the floor.
9. Foam plastic (rigid) insulation shall be protected on a the interior by not less than ½" thick gypsum board.
10. Fiberglass insulation must be covered on the interior by not less than a 4 mil thick fire retardant vapor barrier.
11. Exposed insulation shall be covered with a 4 mil poly fire retardant barrier.
12. A separation from the exterior foundation wall and fiberglass insulation is required (e.g. protective coating such as rigid foam or provide a minimum 1" space from wall).
13. Each water closet stool shall be a 1.6 gallon flush volume and 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.
14. Each bathroom shall be provided with an openable window or a power exhaust fan which vents to the exterior. Insulated duct or sleeve required on vent pipe for a distance of 3 feet from the exterior.



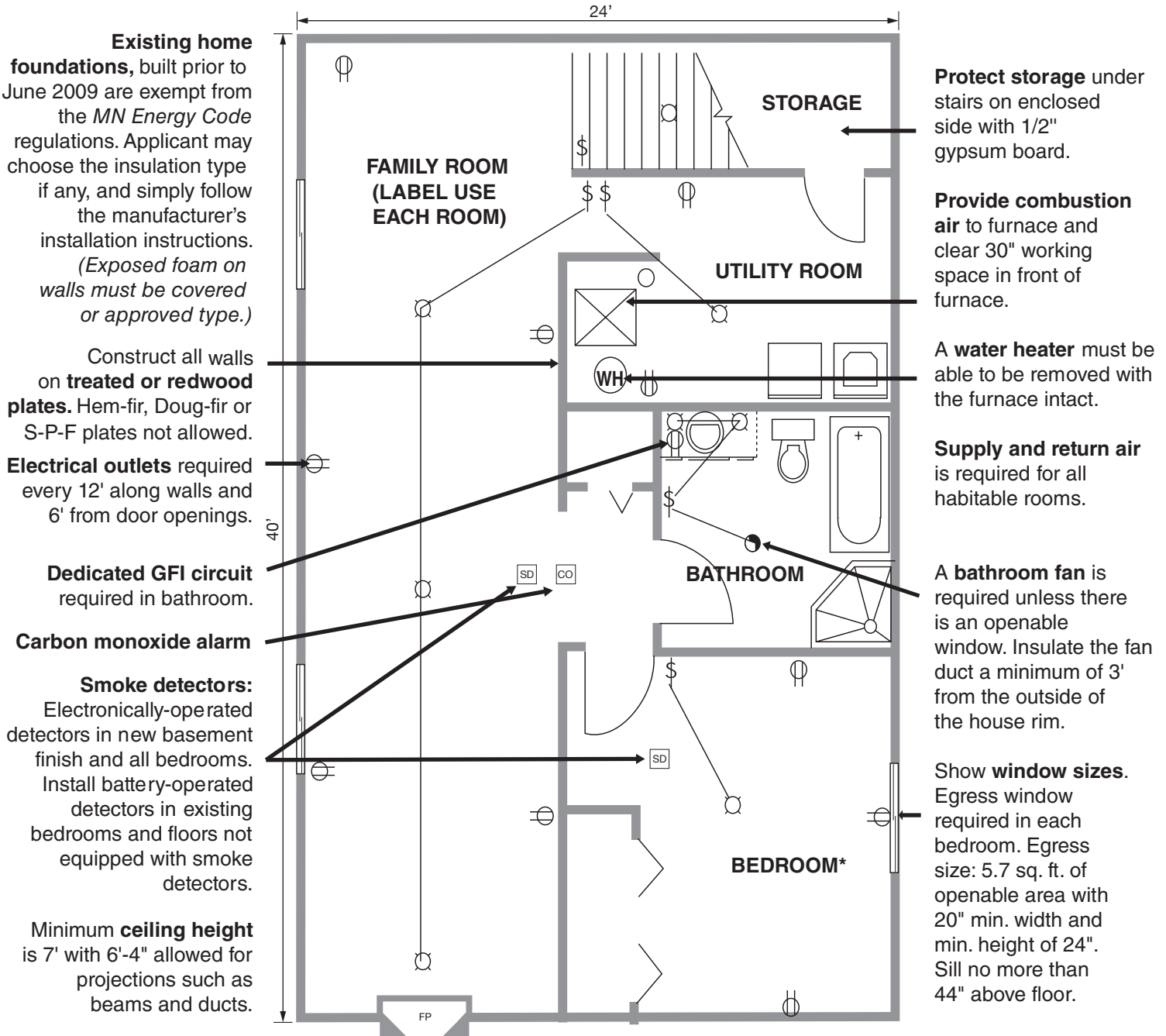
15. The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedrooms) is 7 feet.
Exception:
 - a. Beams and girders spaced not less than 4' on center may project not more than 6" below the required ceiling height.
 - b. Not more than 50% of the required floor area of a room or space is permitted to have a sloped ceiling less than 7' in height with no portion of the required floor area less than 5' in height.
16. Furnace shall have an unobstructed working space of not less than 30" in front and shall be provided with outside combustion air. Furnaces may not be accessed through, or located in a bedroom, bathroom or storage closet.
17. Compression fittings are not approved in gas piping applications. Flared gas fittings are not allowed in concealed spaces. Nail plates must be installed to protect all gas piping and plumbing work.
18. A maximum of 3 plumbing fixtures allowed on a ½ inch water supply line.
19. Dissimilar materials must not be attached directly to each other, i.e., PVC must not be glued to ABS waste and vent.
20. An approved anti-scald (thermostatic or pressure-balancing type) faucet must be installed in new shower or shower/bath installations.
21. Mechanical ventilation shall be provided by a method of supply air and return air. The amount of supply air shall be equal to the amount of return air.

REQUIRED INSPECTIONS:

1. **Framing/Insulation/Plumbing Rough-In/Heating Rough-In:** To be made after all framing, installation, ductwork is in place and the rough plumbing system is in place and the State Electrical Inspector has completed an electrical rough-in inspection.
2. **Final:** To be made when work is complete and after the Electrical Inspector has approved a final electrical inspection. For electrical inspections contact Paul Hipsag 763-241-2102.

NOTE: The above information outlines general Building Code requirements. The person applying for a permit is responsible for code compliance. Although the Building Inspectors will answer questions of a general nature, they cannot design or advise anything beyond code requirements. Questions regarding design and cost should be referred to a professional builder, contractor, architect or designer.

Please contact the Building Department if you have any questions at 763-497-3384, ext 103.



*** There are varying clearances to combustible materials when building next to new or existing fireplaces. Discuss with Plans Examiner when obtaining permits.**

See city handout for arc fault circuit interrupters.

*** Arc-fault circuit breakers (AFCB) to be installed per current NEC.**

Note: Electrical panels are NOT allowed in bathrooms or clothes closets.

This information is a guide to the most common questions. It is not intended, nor shall it be considered, a complete set of requirements.



BUILDING PERMIT APPLICATION

5959 Main Avenue NE
 Albertville, MN 55301
 Phone: 763.497.3384 Fax 763.497.3210

Date Received _____
 Date Notified _____
 Date Paid _____
 Ck, Cash, CC _____
 Permit # _____

Site Address: _____
Business Name: _____
The Applicant is: _____ Owner _____ Contractor _____ Tenant

Legal Description: PID # _____
 Addition _____ Lot _____ Block _____

Owner:
 Name _____ Address _____

City _____ State _____ Zip _____

Email _____

Phone (H) _____ (W) _____ (C) _____

Contractor:
 Company Name _____ License # _____

Address _____ City _____ St _____ Zip _____

Contact Person _____ Email _____

Phone: (W) _____ (C) _____ (Fax) _____

Architect:
 Name _____ Address _____

City _____ State _____ Zip _____

E-Mail _____

Phone (W) _____ (C) _____ (Fax) _____

Type of Work:
 New Construction Residential
 New Construction Commercial
 Tenant Finish
 Addition
 Garage/Shed
 Plbg
 Alteration
 Reside/Reroof
 Htg
 Finish Bsmt
 Fireplace
 Deck

Description of Work: _____

Size of Structure: Length _____ Width _____ Height _____
Total Square Footage: First Floor _____ Second Floor _____ Basement _____ Garage _____

Estimated Valuation of Work: \$ _____

Separate permits are required for electrical, plumbing, heating or fireplace. I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. It is applicants responsibility to locate and establish the elevations, if needed, of all site improvements. Required adjustments at owners expense. I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible.

Applicants Signature _____ Applicants Printed Name _____ Date _____

Approved by Building Official _____ Value Approved _____ Date _____

Special Conditions or Comments: _____

BUILDING PERMIT FEES	
Permit	_____
Surcharge	_____
Plan Check	_____
Engineering (site)	_____
Mechanical	_____
Fireplace (s)	_____
Plumbing	_____
Sewer	_____
Water	_____
Water Meter	_____
City WAC	_____
JP WAC	_____
SAC	_____
Storm Water	_____
License Check	_____
Other	_____
TOTAL	_____

Type of Const.	_____
Use of Bldg	_____
Occupancy Group	_____
Occupancy Load	_____
Zoning	_____
Code Used	_____

Are Fire Sprinklers Required?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Dept.	Date _____	Approved _____
City Engineer	_____	_____
Notify of Assoc & Covenant	_____	_____
Public Works	_____	_____
City Planner	_____	_____