

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

BUILDING PERMIT APPLICATION - BASEMENT FINISH

Project Address: _____
Property Owner: _____ Phone #: _____
Address _____ Email Address: _____

General Contractor: _____
Address: _____
License #: _____ Phone #: _____
Email Address: _____

Proposed Use: (check one) Deck _____ Other _____
Description of Project: _____

Estimated Value: _____

Requirements for a complete deck permit application:

- Attach a scaled drawing/plan of your basement with room use and dimensions noted.
- The size of your mechanical room (after your basement finish) must also be noted on your plan submittal.
- See attached finished basement requirements for specific

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of the laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction.

Signature: _____ Date: _____

City Use Only

Planning: Zoning District: _____ Minimum Setbacks Required: Front _____ Side _____
Rear _____ Road Right of Way _____ Other _____
Reviewed by: _____ Date: _____
Subject to the following conditions: _____

Building Inspections: Reviewed by: _____ Date: _____
Subject to the following conditions: _____

If you have questions on code items, require inspections or to schedule an inspection call 651-747-3900.



BASEMENT FINISHING REQUIREMENTS

1. Attach a scaled drawing/plan of your basement with room use and dimensions noted. The size of your mechanical room (after your basement finish) must also be noted on your plan submittal. (See reverse)
2. An upgrade of smoke detectors is required for the entire house when remodeling or finishing a basement. Operable smoke detectors must be installed in each bedroom, in areas just outside bedrooms, and on every level of the home. Smoke detectors must be hard wired with battery backup in newly remodeled areas. Smoke detectors should be interconnected if possible.
3. Carbon monoxide detectors must be installed within 10 feet of all bedrooms per MN Statute 299.F.50. Detectors may be plug in or battery type and must be installed per manufacturer's instructions.
4. Each bedroom must have one escape window that meets the following requirements:
 - See Egress Window handout for size requirements.
 - Exit windows under decks and overhangs require a minimum 48-inch clearance above grade.
 - Exception – grade floor openings shall have a minimum net clear opening of 5 square feet.
 - Window wells – must allow window to fully open to an opening of 9 square foot minimum with a minimum dimension of 36 inches in either direction.
 - Window wells deeper than 44 inches must have a permanently affixed ladder or steps usable with the window in the fully open position.
5. Water resistant drywall (green board) is not designed for use in high-moisture areas such as tub and shower surrounds, therefore is not allowed in these areas.
6. Bathrooms require an exhaust fan capable of 5 air changes per hour, connected directly to the outside and insulated a minimum of 3 feet from the exterior.
7. Shower/bathtub faucets must be a temperature controlled anti-scald type. Toilets must be 1.6 gallons or less flush volume. Toilet clear space minimum: 30-inch width and 24 inches at front.
8. Habitable rooms (bedrooms, family rooms, etc.) must have a heat supply and cold air return.
9. The walls and soffits of enclosed space under the stairs and landing must be finished with 1/2-inch drywall and fire taped.
10. Branch circuits for bedroom outlets must be protected by a listed arc-fault circuit interrupter device.
11. Use treated or rot-resistant lumber for bottom plates on concrete floors.
12. Soffits must be fire blocked at 10-foot intervals with fiberglass batts extending from the bottom of the soffit framing to the floor framing or subfloor above. Interconnections between concealed vertical and horizontal spaces must also be fireblocked.
13. Furnace shall have an unobstructed working space of not less than 30 inches in front.
14. Clearances to furnace flues must be maintained: 1 inch for double wall Type 'B' and 6 inches for single wall type.
15. Fireplaces must be installed per the manufacturer's instructions. A gas line pressure test is required. A shutoff valve is required at the appliance and manifold.
16. If the framing enclosing a gas fireplace leaves the floor framing above exposed, the lid of the enclosed area must be draftstopped with 1/2-inch drywall, OSB or plywood.
17. Ceiling drywall shall be applied perpendicular to framing. Floor framing over 16 inches on center requires 5/8-inch or 1/2-inch high strength/anti-sag drywall.
18. Steel nail plates shall be installed to protect plumbing and electrical installed closer than 1-1/4 inch from the face of the stud.
19. Separate permit required for electrical work.
20. The Minnesota Energy code does not contain any requirements for air barriers, insulation and vapor retarders for basements of homes built prior to June 1, 2009. Please inquire with a building inspector for recommendations pertaining to your basement's specific construction details.