
BASEMENT FINISH PERMIT

- Building permits are required to finish an area in your basement, which includes such things as 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 any electrical, sprinkler, ductwork, fireplace, plumbing, or gas piping work is being performed.**
- Along with the completed Building Permit Application, submit:
 - Two copies of plans (drawn to scale) showing the proposed design, including:
 - The year your home was built
 - Proposed floor plan design including dimensions
 - Existing floor plan overview
 - A list of construction materials to be used
 - Where the listed construction materials will be located
 - A description of the plumbing fixtures to be used
 - The location of plumbing fixtures
 - A description of any changes to existing heating, ventilation and air conditioning
 - The location of any changes to heating and ventilation
 - Whether there is a Radon System present
 - Labeling of all rooms
 - Sprinkler placement (if present)
 - Additional information may be required by the plan reviewer.
 - Combustion Air/Make-Up Air Worksheet (attached)
If you have questions while completing the worksheet, please call 952-442-7520.
 - Supplement to Basement Finish Application Worksheet (attached)
- All materials and the installation of all materials must comply with the 2015 Minnesota State Residential Code and the manufacturers' installation specifications for each product.

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:

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

Inspections: Please check your permit card for the actual required inspections for your project.

- **Plumbing rough-in (A plumbing permit is required if any water supply or drain, waste, or vent pipes are altered or installed.):** New or altered underground plumbing pipes must be inspected before covering with dirt or concrete; above ground vent and waste pipes must be inspected and air tested before wall covering is applied.
- **Heating/Mechanical (HVAC) rough-in (Heating/Mechanical permits are 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:** Electrical work must be inspected before insulation, sheet-rock, paneling, or other materials cover any 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 needs to be performed after the insulation and vapor barrier are in place and fully taped.
- **Final Inspections** for plumbing, HVAC, sprinklers and electrical work must be performed before the wiring is utilized and the space occupied, and before the basement finish final inspection.
- **Final:** All life safety items must be complete, include smoke and carbon monoxide detectors, before the final inspection will be signed off.

Warning: The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturer's installation requirements.

If a re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

Note: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians 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 Labor & Industry to the Municipality before a permit can be issued.

Note: 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 Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

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

PROJECT CHECKLIST:

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

- The Permit Card, approved Plan, and Survey must be onsite and available at each inspection.
- The home address must be visible from the street.
- Smoke detectors and carbon monoxide detectors must installed and operational. (See handouts regarding smoke and CO detectors 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 shall be treated wood or foundation grade redwood.
- Sill-sole plates shall be adequately secured to the floor.
- Fire blocking must be in place.
- If fireplace was installed, the shut-off valve and unit must be within 6' of each other.
- 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 and in basements when habitable space is first added or habitable space is expanded. If an egress window is installed in a basement bedroom, an additional egress window is not required in the balance of the basement unless there are additional bedrooms. (See *Emergency Escape & Rescue Opening* handout for more information.)

COMBUSTION AIR/MAKE-UP AIR WORKSHEET

Date: _____

Name: _____ Site Address: _____

Total floor Area (including basement): _____

Size of Room with Combustion Equipment: _____

Average Ceiling Height _____ Number of Bedrooms _____

***Check all that apply**

Year Home was Constructed

Pre-1994

1994-2003

2004 and After

Combustion Equipment (Existing & New)

	Atmospheric Vent	Fan Assist/ Power Vent	Direct Vent	Electric
Water Heater Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fireplace

Gas Direct Vent	Gas Log Insert	Wood Burning Solid Fuel	Factory Wood Burning Solid Fuel Closed Combustion Air
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ventilation System/Per Energy Code, Not Mechanical Code

Exhaust Only	Balanced(HRV/ERV)	None
<input type="checkbox"/> Fan 1 CFM: _____ Fan 2 CFM: _____	<input type="checkbox"/>	<input type="checkbox"/>

Exhaust Systems

	Yes	No
Kitchen	<input type="checkbox"/> CFM: _____	<input type="checkbox"/> CFM: _____
Central Vacuum	<input type="checkbox"/> CFM: _____	<input type="checkbox"/> CFM: _____
Bath Fan	<input type="checkbox"/> CFM: _____	<input type="checkbox"/> CFM: _____
Other	<input type="checkbox"/> CFM: _____	<input type="checkbox"/> CFM: _____

SUPPLEMENT to BASEMENT FINISH Permit Application Worksheet

(MUST be included when applying for permit)

The following information is required when applying for a Basement Finish permit application.
(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. ½" sheetrock) _____
2. Interior wall construction:
 - a. Size of studs _____
 - b. Spacing of studs _____
 - c. Wall covering (i.e. ½" sheetrock) _____
3. Ceiling covering (i.e. ½" or 5/8" sheetrock) _____
4. Plumbing to be installed (check one for each bathroom)
 - a. _____ NONE
 - b. _____ ½ bath on existing rough-in plumbing
 - c. _____ ¾ or full bath on existing rough-in plumbing
 - d. _____ ½ bath including new rough-in plumbing
 - e. _____ ¾ or full bath including new rough-in
 - 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? _____



2415 Wilshire Blvd
 Mound, MN 55364
 Phone 952-472-0607
 Fax 952-472-0620

BUILDING PERMIT

Handout Given

Lead Handout Given

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

SITE ADDRESS: _____ **PID:** _____

- 1) Was the home constructed before 1978? (YES , continue with line 2, NO continue without completing EPA Section)
- 2) Will the work disturb ≥6 sq ft of interior painted surfaces or ≥20 sq ft of exterior painted surfaces? (YES go to line 4, NO line 3)
- 3) Are there any windows being replaced? (YES , go to line 4, NO continue without completing EPA Section)
- 4) Has this home been Certified Lead Free? (YES , you MUST Attach Certification Information, NO complete line 5)
- 5) EPA Contractor Certification Number: **NAT -**

PROPERTY OWNER: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **Email:** _____

Contact Name: _____ **Phone:** _____

CONTRACTOR: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____ **Fax:** _____

Contractor License No: _____ **Contact Name:** _____ **Phone:** _____

Email: _____

ARCHITECT: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____ **Fax:** _____

Email: _____ **Contact Name:** _____ **Phone:** _____

TYPE OF WORK:		<input type="checkbox"/> New Construction	<input type="checkbox"/> Deck	<input type="checkbox"/> Re-Roof
<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Pool	<input type="checkbox"/> Re-Side
EST. VALUATION OF WORK		<input type="checkbox"/> Finish Basement	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Shed _____
\$ _____		<input type="checkbox"/> Remodel	<input type="checkbox"/> Porch	<input type="checkbox"/> Window/Door Replacement
Square feet: _____		<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition	<input type="checkbox"/> # being replaced _____
Detailed Description of Work:		<input type="checkbox"/> Garage-Attached/Detach	<input type="checkbox"/> Misc Other	<input type="checkbox"/> Misc Other
		<input type="checkbox"/> Accessory Structure		

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. I agree to pay all plan review fees even if I choose not to proceed with the work. Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

PRINTED NAME: _____ Owner Contractor Owner's Representative

OFFICE USE ONLY

OCCUP. TYPE: _____ **CONST. TYPE:** _____ **CODE:** _____ **BLDG SPRINKLED** Yes / No

VALUATION: \$ Permit Fee: \$ _____ Plan Review Fee: \$ _____ State Surcharge: \$ _____ Site Inspection Fee: \$ _____ S.E.C. Fee: \$ _____ Investigation fee / Other Fee: \$ _____ Copy Charge (\$.25 per 8.5 x11 page) \$ _____ License Check (\$5) / Lead Check (\$5) \$ _____ Sub Total \$ _____	COPIED		APPROVED		
	ZONING				
	CITY ENG/DPW				
	PUBLIC WORKS				
			UTIL	TAX	OTHER
	ASSESSING/UTIL BILL				
	BUILDING OFFICAL				

Special Conditions/Required Setbacks: _____

Building Approval By: _____ **DATE:** _____

Printed Building Approval By: _____ License Verification Lead Verification - Checked By:

City Approval By: _____ **DATE:** _____

Information supplied on this form will be considered public according to the MN Government Data Practices Act.
 See reverse side for an important statement regarding Indian Mounds.