



Remodel/Alteration/Repair

REQUIRED INFORMATION WHEN APPLYING FOR A PERMIT

- 1. Complete the on-line application
- 2. Upload a set of plans drawn to scale and indicate the following:
 - Location of exterior walls
 - Location of all existing and proposed interior walls with dimensions
 - Name of each existing and proposed room (bedroom, kitchen, etc.)
 - Location and sizes of windows and doors
 - If bedrooms are created, egress windows are required (one in each sleeping room).
 - Number, description and location of proposed plumbing fixtures or changes to existing system
 - Location of smoke detectors (required)
 - Indicate construction materials to be used and location (2"x4" wall studs 16" o.c., fiberglass insulation, ½" gypsum wallboard, etc.)
 - Number of, description and location of proposed changes to existing Heating Ventilation and Air Conditioning (HVAC) system.

REQUIRED INSPECTIONS

All inspection requests require a 24-hour notice. Required inspections may include:

1. **Framing/ Insulation-** to be made after all framing, insulation and ductwork is in place and the rough electrical and plumbing systems are approved.
2. **Plumbing** – (if applicable)
3. **Heating/Mechanical/Fireplace** – (if applicable)
4. **Electrical**
5. **Final-** to be made when **all** work is complete.

GENERAL BUILDING REQUIREMENTS

1. Must provide unobstructed headroom of 7 feet in habitable spaces, kitchens, halls, bathrooms, toilet compartments, laundry rooms and basements.
2. Foundation plates or sills resting on concrete slabs shall be treated wood or foundation grade redwood.
3. Adequately secure sill-sole plates to floor.
4. Fire blocking requirements – please reference attached sheet.

Note: The aforementioned criteria represent general code requirements relative to remodeling. For specific code requirements, please contact the Building Inspection Department at 952-442-7520.

Smoke Detectors

Required. See attached “Smoke Detectors” handout for details.

Minimum Clear Dimensions

- 2'6" Width for toilet (centered)
- 3'0" Hall width
- 3'0" Stairway width
- 7'6" Ceiling height in habitable rooms (living, sleeping, eating, cooking)

Escape Windows and Window Wells

Required. See attached “Egress Window Information” handout for details.

Insulation

Foundation walls require R-10 insulation. Framed walls require R-19 insulation. Attic requires R-44 insulation. Rigid foam insulation with a frame spread rating greater than 75 and/or a smoke density rating greater than 450 shall be protected with ½” gypsum board or ¼” plywood.

Bathtub trap openings and other penetrations in the floor above shall be filled with fiberglass or foam insulation.

A vapor barrier (4 mil poly or equal) is required on the warm side of insulated exterior walls. This includes behind the showers and tubs on exterior walls. Water resistive gypsum board cannot be applied over another vapor barrier (such as 4 mil poly), or on ceilings.

Ceramic Tile

Ceramic tile in the shower/tub area shall be applied over concrete board.

Safety Glazing

Safety glazing is required in doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathrooms and showers. Glazing in any portion of a building wall enclosing these compartments where the bottom exposed edge of the glazing is less than 60” above the walking surface.

Safety glazing is required in fixed or operable panels adjacent to a door where the nearest exposed edge of the glazing is within a 24” arc of either vertical edge of the door in a closed position and where the bottom exposed edge of the glazing is less than 60” above the walking surface.

Mechanical

A separate mechanical permit is required by the person doing the work.

All habitable rooms shall be provided with a heating system capable of maintaining 72 degrees Fahrenheit at a point three feet above the finished floor.

Main trunk lines are to be adequately sized to allow additional supply branch ducts to be provided to any additional finished rooms. Provide return air ducts, the same size as the supply ducts, to all rooms but the kitchen and bathroom.

Each bathroom requires an exhaust fan to the exterior. The ducts shall be insulated to an R-4.2 the first three feet from the exterior wall, and terminate at least three feet from any opening such as an openable window or combustion air duct in the exterior wall.

Fireplaces

Masonry and manufactured fireplaces require a separate permit.

Plumbing

A separate plumbing permit is required by the person doing the work.

An access panel is required for hose bib shutoff valves and upper level tub traps. A shower or combination shower/bath must be equipped with an anti-scald type shower control valve. The valve must be the thermostatic or pressure-balancing type.

Electrical

A separate Electrical Permit is required for any new wiring and must be obtained by the person doing the work. The application form is available at City Hall; however, it is processed and issued through MnSPECT, the City's Building Inspector. Call MnSPECT for more information at 952-442-7520.

*The State of Minnesota requires that all residential building contractors, remodelers and roofers 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 Commerce to the City before a permit can be issued.

* 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 Commerce at 651-296-2594 or toll free 1-800-657-3602.

If you have any questions or need to schedule an inspection please call the Building Inspection Department at **(952) 442-7520 or toll free 1-888-446-1801** between 7:30 a.m. and 4:30 p.m. Monday thru Friday.

<p>NOTE: IT WILL TAKE APPROXIMATELY 7 TO 10 BUSINESS DAYS TO GET A PERMIT ONCE THE PLANS AND APPLICATION HAVE BEEN SUBMITTED.</p>
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NOTICE

This notice is to be given to the homeowner

The improvements undertaken at this property require the inspection of properly installed smoke alarms and carbon monoxide alarms, as required by MN Statute 299F.362, 299R.51, and in accordance with NFPA 72 and MN Residential Code (MRC) R314 & R315.

This notice is intended to inform the homeowner of the requirements at the beginning of the project in an effort to minimize any inconvenience and/or cost associated with an additional inspection if the work described in this handout is not completed before the final inspection.

The guidelines below are to assist you in completing the require installation. For questions please call MNSPECT at 952-442-7520 or 888-446-1801.

REQUIREMENTS FOR SMOKE & CARBON MONOXIDE ALARMS

- 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.

SMOKE ALARMS:

Smoke alarms are required:

- MN Statute 299R.662 requires smoke alarms installed in every residential dwelling in Minnesota. Each dwelling until must be provided with UL 217 listed smoke alarms installed in accordance with NFPA 72 and MRC 314. (Combination smoke and carbon monoxide alarms are permitted in lieu of smoke alarms and must be listed UL 217 and UL 2034.)

Smoke alarms must be installed:

- In each sleeping room.
- Outside AND within the immediate vicinity (within 21' per NFPA 72) of each separate sleeping area.
- On each additional story of the dwelling including basements and habitable attics.

Installation requirements:

- Smoke alarms shall be installed not less than 3' horizontally from the door or opening of a bathroom that contains a shower or tub unless this would conflict with other placement requirements such as minimum distance from a bedroom.
- Ionizing alarms shall not be installed closer than 20' to a cooking appliance. Ionization alarms with a silencing switch may be placed no closer than 10' to a cooking appliance.
- Photoelectric alarms shall not be installed closer than 6' to a cooking appliance.
- Wall mounted alarms should be located inside an area not more than 12" and not less than 4" from the ceiling (or per the manufacturer's requirements).
- Ceiling mounted alarms should be no closer than 4" from a side wall or peak of a vaulted ceiling.

- Alarms must be more than 36" from the tip of a ceiling fan blade, forced air supply register, or door to a bathroom that contains a tub or shower.
- Smoke alarms shall not be installed within a 36-inch horizontal path from the supply registers of a forced air heating or cooling system and shall be installed outside of the direct airflow from those registers.
- Alarms should be mounted on an interior wall.
- Alarms should be mounted away from windows and exterior doors.

Interconnection:

- Where more than one alarm is required to be installed, the devices shall be interconnected either by physical interconnection, or by a wireless interconnection.
Exception: Interconnection is not required in existing areas where the alterations or repairs do not involve the removal of interior ceiling or wall finishes exposing the structure.

Power Source:

- Smoke alarms shall receive their primary power from the building wiring & shall have a battery backup.
Exception:
 - Battery operated alarms shall be permitted in buildings without commercial power.
 - Alarms in existing areas shall be permitted to be battery operated when the alterations or repairs do not involve the removal of the interior ceiling or wall finishes exposing the structure.
- Smoke alarms should be replaced every 10 years (or per manufacturer's instructions).
- Smoke alarm batteries should be changed every year.

CARBON MONOXIDE ALARMS:

Carbon monoxide (CO) is a silent killer. It is a poisonous, colorless, odorless, and tasteless gas produced by burning gasoline, wood, propane, charcoal, or other fuel. Improperly ventilated appliances and engines may allow carbon monoxide to accumulate to dangerous levels. Large amounts of CO can overcome you in minutes without warning.

Carbon monoxide alarms are required:

- MN Statue 299R.51 & MRC R315 require carbon monoxide alarms to be installed in every residential dwelling that:
 - Contains a fuel-fired appliance, and/or
 - Has an attached garage that communicates with the dwelling unit.

Carbon monoxide alarms shall be listed UL 2034. (Combination smoke and carbon monoxide alarms are permitted and must be listed UL 217 and UL 2034.)

Carbon monoxide alarms must be installed:

- Outside and within 10' of every sleeping room.
- On each level containing a sleeping room.
- Inside each sleeping room where that room or an attached bathroom contains a fuel-fired appliance.

Interconnection:

- Where more than one alarm is required to be installed, the devices shall be interconnected either by physical interconnection, or by a wireless interconnection.
Exception: Interconnection is not required in existing areas where the alterations or repairs do not involve the removal of interior ceiling or wall finishes exposing the structure.

Power Source:

- CO alarms shall receive their primary power from the building wiring & shall have a battery backup.
Exception:
 - Battery operated alarms shall be permitted in buildings without commercial power.
 - Alarms in existing areas shall be permitted to be battery operated when the alterations or repairs do not involve the removal of the interior ceiling or wall finishes exposing the structure.
- Carbon Monoxide alarms should be replaced every 6 years (or per manufacturer's instructions).
- CO alarm batteries should be changed every 6 months.

EMERGENCY ESCAPE & RESCUE OPENINGS (EERO)

- 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 for the installation of an emergency escape and rescue opening (EERO), **also known as an egress window or door**. Basements, habitable attics, and every sleeping room shall have at least one operable emergency escape and rescue opening (R310.1).
- If you have an existing home and you add a sleeping room in a basement, the code requires that you install an EERO in the sleeping room. Where basements contain one or more sleeping rooms, an EERO shall be installed in each sleeping room, and is not needed elsewhere in the basement (R310.1).

BUILDING Permit Submittal shall include: (please upload the following)

- **One set of plans** (drawn to scale) showing the proposed design, and including:
 - Floor plan with all EERO locations identified.
 - Header sizes and opening sizes (existing and proposed).
 - All interior bearing walls and number of stories which bear above the EERO.
 - Floor and roof truss directions.
 - Rooms labeled according to use (i.e kitchen, laundry, bedroom, etc.).
 - Elevation / section for window wells, including proposed size, depth and drainage.
- **A site plan** (or **Certificate of Survey** if required by municipality) drawn to scale and dimensioned, identifying measurements from window well(s) to the property line(s), as well as any easements.
Check with your municipality to determine setback requirements for the property.

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

- **Someone 18 years or older must be present at the time of inspection**

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

- **Framing:** After all framing is complete, including the header.
- **Pre-backfill:** After the window well and drainage system is installed, but prior to backfill.
- **Final:** After the window is installed, flashed and caulked; and window well installation is complete.

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.

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.)
- Each sleeping room must have at least one EERO with the following dimensions (using normal operation of the window):
 - ✓ Width – 20” minimum clear opening
 - ✓ Height – 24” minimum clear opening
 - ✓ Total openable area – minimum net clear opening of 5.7 square feet. (Exception: grade floor openings shall have a minimum net clear opening of 5 square feet. A “grade floor opening” is a window or other opening located such that the sill height of the opening is not more than 44 inches above or below the finished ground level adjacent to the opening.) See the charts on the following page for allowed dimension combinations.
 - ✓ Sill height – not more than 44” above the finished floor
- Window wells (required when the sill is below the adjacent grade) must:
 - ✓ Allow the EERO to be fully opened.
 - ✓ Provide 9 square feet of “floor area,” with a minimum dimension of 36” in width and length.
 - ✓ Contain a permanently affixed ladder or steps for climbing out if the window well depth exceeds 44”. Ladders or rungs shall have an inside width of at least 12”, shall project at least 3” from the wall, and shall be spaced not more than 18” O.C. vertically for the full height of the window well. The ladder cannot be obstructed by the open window.
 - ✓ Be connected to the building foundation drainage system unless in well-drained Group 1 soils.
- Area wells (required when the door is below the adjacent grade) must:
 - ✓ Allow the EERO to be fully opened.
 - ✓ Be a minimum dimension of 36” in width.
 - ✓ Contain a permanently affixed ladder or steps for climbing out if the area well depth exceeds 44”. Ladders or rungs shall have an inside width of at least 12”, shall project at least 3” from the wall, and shall be spaced not more than 18” O.C. vertically for the full height of the area well. The ladder cannot be obstructed by the open door.
 - ✓ Be connected to the building foundation drainage system unless in well-drained Group 1 soils.
- The egress path under decks, overhangs, etc. must have a minimum 36” clearance (height and width) above grade.
- Bars, grills, covers, screens, or similar devices are permitted to be placed over emergency escape or rescue window wells, provided they are releasable or removable from the inside without the use of a key, tool, special knowledge, or force greater than that which is required for normal operation of an emergency escape and rescue opening.
- EEROs are not required in basements where the home is fully sprinkled and there is one means of egress complying with R311 and one EERO **or** two means of egress complying with R311.

All emergency escape and rescue openings shall have a **minimum net clear opening of 5.7 square feet.**

Exception: ***Grade floor openings** shall have a **minimum net clear opening of 5 square feet.**

***A grade floor opening:** window or opening with a sill height not more than 44 inches above or below the finished grade.

Min. Emergency Escape & Rescue Opening Net Clear Height & Width Requirements For 5.7 ft² (820.8 square inches)

W	20.00	20.50	21.00	21.50	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50	27.00	27.50	28.00	28.50	29.00	29.50	30.00	30.50	31.00	31.50	32.00	32.50	33.00	33.50	34.00
H	41.00	40.00	39.25	38.25	37.50	36.50	35.75	35.00	34.25	33.50	33.00	32.25	31.75	31.00	30.50	30.00	29.50	29.00	28.50	28.00	27.50	27.00	26.50	26.25	25.75	25.50	25.00	24.50	24.00

Min. Emergency Escape & Rescue Opening Net Clear Height & Width Requirements For 5.0 ft² (720 square inches)

Width	20.00	20.50	21.00	21.50	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50	27.00	27.50	28.00	28.50	29.00	29.50	30.00
Height	36.00	35.25	34.50	33.50	32.75	32.00	31.50	30.75	30.00	29.50	29.00	28.25	27.75	27.25	26.75	26.25	25.75	25.50	25.00	24.50	24.00

