



Basement Finish Checklist

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:

- One copy 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 Minnesota State Building Code and the manufactures' installation specifications for each product.

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 be installed and operations. (See handout regarding smoke and CO detectors for requirements.)
- Unobstructed headroom of 6' (feet) - 4" (inches) 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).

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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) 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) _____ 1/2 bath on existing rough-in plumbing
 - c) _____ 3/4 or full bath on existing rough-in plumbing
 - d) _____ 1/2 bath including new rough-in plumbing
 - e) _____ 3/4 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? _____