



Basement Finish

1245 West Hwy 96 Arden Hills, MN 55112

651-792-7800

www.cityofardenhills.org

This handout is intended only as a guide and is based in part on the 2020 Minnesota State Building Code, Arden Hills City ordinances, and good building practice. While every attempt has been made to insure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor. For specific questions regarding code requirements, refer to the applicable codes or contact your local Building Department.

BUILDING PERMITS

Building permits are required for most projects including decks with the following exception: freestanding decks, regardless of size, if they are not more than 30 inches above adjacent grade. Freestanding decks do not require footings that extend below the frost depth.

Building permits are not required for patios made of concrete or pavers on grade.

Building permits can be obtained from the Building Department by filling out and signing an application and submitting your building plans. Building permits are typically processed within 5 -10 business days after receiving a complete set of plans. **If your application is incomplete it will delay your project.**

1. The stamped "Approved" plan and the Inspection Record Card shall be made available to the inspectors during their inspections. **As per MN2020 IRC, in accordance with 1300.0120 Subp. 13. The building permit shall be kept on site of the work until the completion of the project. Pursuant to Minnesota Statutes, Section 15.41, It shall be posted in a prominent location in the area of construction. If the card is not on site, the inspection may be failed as per Subp. 12**
2. Separate permits are required when installing electrical wiring, heating equipment, or plumbing fixtures. Contact the Building Inspection Division for information regarding plumbing and heating, or call the contracted electrical inspector for electrical information.
3. Call the Building Inspection Division 651-792-7818 between the hours of 8:00 a.m. and 4:30 p.m. to arrange for an inspection. Please provide the permit number with your request. Call the contracted Electrical Inspector between the hours of 7:00 a.m. and 8:30 a.m. to arrange for an inspection. Please provide the permit number with your request.

PERMIT EXPIRATION

If you suspend work on your project for more than 180 days since permit issuance or your last inspection, your permit will expire. If unforeseen circumstances delay construction, contact the Building Department **before** your permit expires.

Basement Finish (continued)

PLANS

The Building Department has a handout illustrating what needs to be included on your plans. It is very important that your plans depict exactly how your project will be built. Plans must be neat and be of a scale of at least $\frac{1}{4}'' = 1'$. **Computer generated plans from home stores are not acceptable and will be returned.** Plans are reviewed for code compliance and a copy is returned to the applicant with notes to identify required corrections. The plan review can only be as good as the information provided on the plans. PLEASE REVIEW THE PLANS WHEN THEY ARE RETURNED TO YOU SO THAT YOU WILL BE AWARE OF ANY CORRECTIONS NEEDED. The City only maintains plans for one year after completion of a residential deck. You may wish to retain a copy of your approved plans, permits, and inspection record cards for any future needs.

INSPECTIONS

1. Call 24 hours in advance or preferably 2 days in advance.
2. Have address, permit number, and type of inspection (ex. footing) ready.
3. Let the inspector know if you wish for an exact time and they will try to accommodate you.
4. Footing Inspection - Holes dug, loose material/water removed. Plans and record card on-site.
5. If work is approved, the inspector will sign the permit card and you may proceed with the next step.
6. Final Inspection - All work is complete plans and permit card on-site.
7. If corrections are noted, a correction notice will be left on the site. If a re-inspection is required it will be noted on the notice.

Please do not hesitate to call the Building Department at 651-792-7800. If necessary, we will be happy to meet with you on the site to help resolve any concerns or problems.

APPLICATION FOR PERMIT CHECK LIST

1. A 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 floor plan indicating:
 - 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.
 - Wall construction materials.
 - Location of existing or proposed plumbing fixtures, including furnace and water heater.
 - Location of stairway, fireplaces, etc.
 - **Location of smoke and CO detector(s).**
 - b. A cross section plan indicating:
 - Proposed finished ceiling height.
 - Wall, floor and ceiling finish materials.
 - Existing and proposed insulation and vapor barrier.
 - Rise, run and headroom on stair.
 - **Perimeter wall construction in front of concrete walls.**
 - **Type of insulation in or behind walls.**

Basement Finish (continued)

FRAMING

1. Properly sized beams and headers must be used in structural bearing conditions. Specify intended sizes of such beams and headers on plans. All loads must carry fully to foundation.
2. Enclosed usable space under the stairs must be protected on the underside with 1/2-inch thick gypsum wallboard.
3. Treated wood bottom plates are required where in contact with concrete floors.
4. If wood stud walls are built in front of concrete walls, the wood stud must be held 1/2" away from wall.

SMOKE DETECTORS

A detector shall be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area and at least one on every floor. In unfinished areas smoke detectors are to be interconnected and hard wired.

A carbon monoxide detector is required with-in 10' of any sleeping room.

INSULATION

1. Foam plastic (rigid) insulation shall be protected on the interior by not less than 1/2 inch thick gypsum board or be of an approved type.
2. Fiberglass insulation must be covered on the interior by not less than 1 perm rated vapor barrier and a continuous air barrier. Unfinished poly vapor barriers require a flame retardant type poly.
3. Rigid foam insulation adhered to face of concrete wall with taped seams is acceptable as per Manufacture's specifications and it does not absorb moisture.
The stud wall can be installed in front of it.
5. Please note the following minimum insulation and maximum fenestration requirements for new construction: [MN Table 1322.0402.1.1
 - R-20 for exterior wood framed walls and rims.
 - R-30 for floors.
 - R-15 for basement and crawl space walls.
 - U-.32 for windows and doors (fenestration)

REQUIRED INSPECTIONS

1. Framing: To be made after all framing and ductwork are in place and the rough electrical, plumbing and heating systems are approved.
2. Insulation: To be made prior to covering. Required vapor barriers must be in place and sealed to studs around perimeter of walls, windows, doors, electrical boxes.
3. Final: To be made when work is complete, after having final approval of any heating, electrical or plumbing work.

****24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS****

MECHANICAL AND PLUMBING

1. Furnace rooms must be provided with outside combustion air with gravity vented appliances sized per mechanical code.
2. Joints, regulators or fittings in gas piping may not be concealed within the wall or ceiling.
3. Each water closet stool shall be located in a clear space with not less than 15" to each side and have a clear space in front of the water closet stool of not less than 24 inches.
4. Each bathroom shall be provided with an operable window or a powered exhaust fan which vents to the exterior.

Basement Finish (continued)

WINDOWS

Each bedroom shall be provided with an escape or rescue window. (See egress window handout.)

CEILING HEIGHT

The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedrooms) is seven (7) feet.

NOTE: For specific code requirements, please contact the Building Inspection Division. Questions regarding design and cost should be referred to a professional builder or architect.

This handout is written as guide to common questions and problems.
It is not intended nor shall it be considered a complete set of requirements.