RESIDENTIAL BASEMENT FINISHING/REMODEL

1685 CROSSTOWN BOULEVARD NW, ANDOVER, MINNESOTA 55304 (763) 755-8700 • FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

Building permits are required finish or remodel a single-family basement or room/area.

SUBMITTALS REQUIRED FOR PERMIT

☐ **Building Permit Application**
Separate electrical, plumbing and mechanical permits may be required; however, if plumbing or duct work have been roughed-in, no additional plumbing or mechanical permit will be required for setting fixtures.
Forms available online: Plumbing Permit Application Electrical Permit Application Mechanical Permit Application

☐ **Two (2) copies of construction plans may be required if structural changes are being made.**
When drawings are submitted they should be drawn to scale on paper and include:

- **Floor Plan –** providing room names and locations and dimensions for walls, doors, windows *(including egress)*, smoke and carbon monoxide detectors, interior finishes, fireplaces and other information.
- **Structural Cross Sections and Other Details as Needed for Construction**

Resident homeowners and licensed contractors may apply for permits.

A FLAT FEE OF $151.00 IS CHARGED FOR A BASEMENT FINISHING PERMIT.

The City accepts cash, check and credit cards. *(VISA, Master Card or Discover Card.)*

BASEMENT FINISHING PERMITS ARE ALSO AVAILABLE ONLINE AT: www.andovermn.gov

INSPECTIONS

BUILDING INSPECTIONS:
The following inspections must be requested during construction:

- ✓ **Framing** – Prior to concealing the structural framing, roughed-in plumbing, ductwork and electrical work.
- ✓ **Final** – Upon completion of the basement finishing project.

Additional inspections may be required for separate permits issued for electrical, plumbing and heating work.

Please call (763) 755 – 8700 to schedule an inspection. Please have your address and permit number available.
For Electrical Inspection, please call Ted Hagfors, between 7:00 – 8:30 a.m. (320) 396-2648

CONSTRUCTION RECOMMENDATIONS

MINIMUM DIMENSIONS FOR HABITABLE ROOMS *(except kitchens)*

- The habitable area of rooms must have a ceiling height of at least 7 ft. or 5 ft. for sloping ceilings. *(MN Rules chapter 1309.0305)*
- Rooms must be at least 7 ft. wide in any direction and at least 70 sq. ft. in area. *(IRC– R304.1)*

CONSTRUCTION MATERIALS

- Wood in contact with concrete or masonry must be treated or naturally decay resistive. *(IRC 319)*
- Foam plastic insulation must be covered with ½" gypsum drywall or other approved material. *(IRC – 314.4)*
- A vapor retarder must be installed on foundation walls prior to furring, and another vapor retarder must be placed over insulation prior to covering with finish materials. Alternate methods may be approved.
- Wood paneling less than ¼" thick must be applied over gypsum drywall at least 3/8" thick. *(IRC-R702.5)*
- Enclosed storage under stairs must be covered in gypsum drywall at least ½" thick. *(IRC – R311.2.2)*
- Tiled tub and shower walls must be constructed with a cement board or other water resistive tile backer. Water resistant gypsum drywall must not be used on ceilings or exterior walls. *(IRC - R702.3.8*

SMOKE & CARBON MONOXIDE DETECTION

- Smoke detector/s with battery backup must be installed in all newly constructed areas of the basement:
  - In the hallway or room providing access to a sleeping room
  - In each sleeping room
  - On each floor level
- Where smoke detection is missing from existing areas of a residence, battery operated smoke detectors must be installed in the same areas listed above.
- Carbon Monoxide Detection is required within 10' of any sleeping area. *(MS 299F.50)*

EXITS & EMERGENCY EGRESS

- Hallways and stairways providing an exit from a habitable room must be at least 3' in width.
- An egress window with a clear opening of 5.7 sq. ft., with a sill height within 44" of the interior floor must be provided in each bedroom. For more information see our "EGRESS WINDOW" guide. A separate permit may be required for installation of an egress window. *(IRC-R310.1)*

MECHANICAL/HEATING /AIR CONDITIONING AND VENTILATION (HVAC)

- Rooms must be provided with heating capable of maintaining a temperature of at least 68° F. *(IRC - 303.8)*
- Rooms except closets and baths, served by a forced air system must have supply and return air. *(IRC- M1602)*
- Gas pipe to service is typically steel, copper (type L tubing) or corrugated stainless steel (CSS) pipe. Use fittings specifically approved for fuel gas. For steel and copper, concealed fittings and mechanical joints are prohibited. For CSS pipe, follow manufacturers' instructions. A 25 lb., 10 minute test may be required.
- Bedrooms and bathrooms must not be accessed through mechanical rooms, and fuel fired equipment must not be in or draw combustion air from a bedroom or bathroom. *(IMC 303.3)*
- Bathroom ventilation is required. A 10-20-30-60 minute countdown timer switch for fan operation will help reduce excess humidity. *(IRC-303.3)*
- GAS FIREPLACE INSTALLATION requires a separate permit.

PLUMBING

- The water meter must not be covered or enclosed and must be accessible for maintenance.

City Office Hours are Monday through Friday 8:00 a.m. – 4:30 p.m.

ALL INSPECTIONS REQUIRE A MINIMUM OF 24 HOURS NOTICE

PLEASE CALL 763-755-8700 TO SCHEDULE INSPECTIONS

E-mail address – building@andovermn.gov Web site – www.andovermn.gov

This informational document may not comprehensively address all City ordinances regarding the subject addressed. It is provided to serve only as a helpful guide during design phase. Any site preparation or other work requiring permits is not allowed until all required permits have been issued by the City of Andover.