



DEVELOPMENT SERVICES
BUILDING INSPECTIONS

505 WALNUT STREET, SUITE 1
MONTICELLO, MN 55362

City Hall (763) 295-2711
Building Inspections (763) 295-3060
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BASEMENT FINISHING GUIDE

PERMITS

Building, plumbing, mechanical and electrical permits may be required for the finishing of a basement within an existing dwelling. For electrical permits and inspection please contact Arland Nelson, Electrical Inspector (763) 682-2027 from 7:00 a.m. - 8:30 a.m. or the State Board of Electricity (651) 642-0800, 1821 University Avenue, St. Paul, Minnesota 55104.

INSPECTIONS

Based upon the permits required, the following inspections may be required

- **Framing**
- **Rough-in Electrical, Plumbing and Heating**
- **Insulation**
- **Final Electrical, Plumbing and Heating**
- **Final - - Upon completion of work**

Please review your permit card upon issuance for specific inspections required. **Call 763-295-3060 to arrange an inspection. Have your permit number available when you call.**

SUBMITTALS REQUIRED FOR PERMIT

Two sets of plans drawn to scale on paper including:

- Floor Plan** providing - -
 - Room uses and dimensions
 - Wall locations
 - Size and spacing of posts, beams, joists, headers, guardrails and handrails
- Details, Cross Sections and Elevations** as necessary to described the intended construction
 - Locations of egress windows and window wells
 - Smoke detector locations
- **SMOKE DETECTION - -** Smoke detectors are required in each bedroom, hallway leading to a

bedroom and floor level of the dwelling. In new construction, smoke detectors must be both hard wired to the electrical system and provided with battery back-up. In remodeling, smoke detectors may be battery powered only.

- **INSULATION** - - Foundation walls must be insulated on the interior or exterior to provide a minimum of R-10. If foam plastic insulation (such as Styrofoam) is used, it must be covered by
- **COMBUSTION AIR** - - Unless already installed, a combustion air supply duct must be provided to new rooms enclosing the furnace and water heater.
- **BEDROOM EGRESS WINDOW** - - Any room in a basement that has a closet must be considered a bedroom. Each bedroom must be provided with an egress window (See illustration below).
- **BATHROOMS** - - Each bathroom must be provided with an exhaust fan. Electrical outlets in bathrooms must be on ground fault interruptible circuits (GFI). The width of the toilet area must be 30 inches or greater. Shower compartments (except within bath tubs) must be at least 30 inches across in all directions. Shower valves must be of an anti-scald type. Toilets must be designed to flush with 1.6 gallons or less.
- **OTHER** - - Additional requirements may be applicable based upon the design of your home.

