

# BASEMENT FINISH

## PERMIT INFORMATION

Please submit all applications and plans in PDF form electronically to [Building@ElkRiverMN.gov](mailto:Building@ElkRiverMN.gov)

Select the “Basement” permit application, which is available at: <https://www.elkrivernm.gov/429/Permit-Applications>

Submittal Requirements:

Basement Finish Application\* - Please be sure to provide a **detailed description** of the work being completed on the top of the second page (applications stating “see plan” or “see diagram” will not be accepted)

Plan/Layout of the Basement – Must include:

- Overall dimensions
- Size and use of all rooms
- Locations of exterior and interior walls
- Doors & windows
- Smoke & CO detectors
- Appliances (furnace, water heater, etc.)
- Plumbing fixtures (toilet/water closet, sink/lavatory, shower, etc.)
- Mark any space that will be left unfinished (such as a utility room)

Separate Permits are **required** for the following, even if they were “roughed-in”/started with the original build or previous owners:

- **Mechanical Permit\*** – Required for any of the following work: ductwork, heat runs/returns, bath fan, gas piping for a fireplace, etc.
- **Plumbing Permit\*** – Required for any of the following works: setting a toilet (water closet), installing a shower, installing a bath sink (lavatory), installing a wet bar sink,
- **Fireplace Permit\*** – Required if you are installing a fireplace (except for electric fireplaces)
- **Electrical Permit** – Need to be submitted through the Minnesota Department of Labor & Industry: <http://www.dli.mn.gov/workers/homeowners/electrical-permits-homeowners>

\*If you are hiring a contractor for this work, they will need to apply for the permit(s). If you are the homeowner and doing the work yourself, you can pull the permit. Please note that by applying for any of these permits as the property owner means you assume the role as the responsible party and waive all rights to the Contractor Recover Fund: <https://www.dli.mn.gov/workers/homeowners/contractor-recovery-fund>

# BASEMENT FINISH

## INSPECTION INFORMATION

The following inspections are the standard inspections for a Basement Finish:

- Electrical Rough-In
- Plumbing Rough-In
- Mechanical Rough-In
- Fireplace Rough-In (if Applicable)
- Framing
- Insulation
- Electrical Final
- Plumbing Final
- Mechanical Final
- Building Final

(These may change depending on your project and the nature of your work)

For the first inspection, the inspector would like to combine the following inspections, if possible, which needs to take place **AFTER** the State Electrical Inspector has passed the **Electrical Rough-in**:

- Plumbing Rough-In
- Mechanical Rough-In
- Fireplace Rough-In (if Applicable)
- Framing
- Insulation

Once these inspections have all passed, you may begin to hang drywall/sheetrock.

When you have completed your basement finish (minor work such as paint, flooring, trim, etc. do not necessarily need to be completed) & **AFTER** the State Electrical Inspector has passed the **Electrical Final**, you may call to schedule the following finals, combined into one inspection, if possible:

- Plumbing Final
- Mechanical Final
- Fireplace Final (if Applicable)
- Building Final

Available Inspection Times (on the hour/half hour) – Please allow 20 to 40 minutes for the inspection:

Regular Hours:

Monday – Friday  
7:30 am – 11:00 am  
1:00 pm – 2:30 pm

Summer Hours (Labor Day – Memorial Day):

Monday – Thursday      Friday  
7:30 am – 11:00 am      07:30 am – 11:00 am  
1:00 pm – 3:30 pm

To schedule inspections, please call 763.635.1060 or email [Building@ElkRiverMN.gov](mailto:Building@ElkRiverMN.gov). Typically, we can have an inspector out within 1-3 business days, depending on your schedule. Please allow a **minimum of 24 hours** advance notice to schedule an inspection. We are unable to schedule same day inspections so please plan accordingly.

# BASEMENT FINISH

## GENERAL CODE REQUIREMENTS

1. Bottom plates of proposed walls shall be treated.
2. Enclosed closets under stairs must be entirely finished with gypsum board.
3. A smoke detector must be installed on each level of the home. If there are bedrooms, the smoke detectors shall also be installed in the bedrooms. CO detectors are required within ten feet of all sleeping areas.
4. Each bedroom shall be provided with an escape window having:
  - a minimum net clear openable area of 5.7 sq. ft.
  - a minimum net clear opening height dimension of 24"
  - a minimum net clear opening width dimension of 20"
  - a finished sill height of not more than 44"
5. Each water closet may not have a flush volume of more than 1.6 gallons and shall be located in a clear space not less than 30" in width and have a clear space in front of the water closet of not less than 24".
6. Dissimilar materials must not be attached directly to each other, i.e., PVC must not be glued to ABS waste and vent.
7. An approved anti-scald (thermostatic or pressure-balancing type) faucet must be installed in new shower or shower/bath installations.
8. Each bathroom shall be provided with an openable window or powered exhaust fan venting to the outside.
9. Furnace and water heaters shall have an unobstructed working space of not less than 30" in front and shall be provided with outside combustion air. Furnaces may not be accessed through, or located in a bedroom.
10. No concealed flared or union gas fittings are allowed.
11. An equal number of return air and supply air shall be attained.
12. Building framing cavities shall not be used as ducts or plenums.
13. All supplies and returns shall originate from the main trunk line.

\*\*For further questions regarding specific codes, please call 763.635.1060 to speak to one of our inspectors\*\*