

PERMITS FOR BASEMENT FINISHING

Permit Requirements:

A building permit is required. Separate permits are required each for any Plumbing, Heating or Electric work performed.

Permit Fees:

The building permit fee is based on the project's construction value and is designed to cover the cost of a plan review and the field inspections that will be done during construction. The building inspector performs a plan review in order to spot potential problems or pitfalls that may arise. The inspector will make notes on the plan for your use. Construction inspections will be performed during the construction project to insure code compliance and the materials you use are installed safely. The plan review and inspections are not designed to be a guarantee of the work, but are done to provide a reasonable degree of review and observation so the project will be successful, safe and long lasting.

Information Necessary When Applying For A Building Permit:

Two sets of construction plans are required to be submitted showing the basement layout and indicating the use of each room, proposed walls, doors and windows.

General Code Requirements:

- Bottom wall plates shall be treated
- Enclosed storage areas under stairs shall be finished with 1/2" gypsum wallboard
- Habitable space shall be provided with an egress window unless one exists or provided in bedroom
- Each bedroom shall be provided with and escape window having the following:
 - Minimum openable area of 5.7 square feet (821 sq. in.)
 - Minimum clear opening height dimension of 24 in.
 - Minimum clear width dimension of 20 in.
 - Finished sill height not to exceed 44 in.
- Egress windows below grade shall be provided with a well minimum clear area of 9 sq. ft. with a dimension of 3 ft.
- A permanent ladder installed if window well exceeds 44 in. to grade.
- Smoke detectors installed in each bedroom and hallway adjoining a bedroom. Smoke detectors shall be wired to the dwelling's main power supply.
- Smoke detectors shall be installed in the existing portions of the dwelling as required by current code. Detectors may be battery operated.
- Minimum headroom is 7 ft. Projections for beams and doorways may be 6'8".

General Code Requirements (cont'd):

- Water closets shall be centered in a clear space of not less than 30 inches in width and have a clear space in front of the water closet of not less than 24 inches.
- Water closets shall be 1.6 gallon flush
- An approved anti-scald valve shall be installed in new shower or shower/bath installations
- Fiberglass insulation shall be protected from masonry or concrete walls with a moisture barrier from floor to exterior grade
- Ventilation must be provided for bathrooms
- Clearances must be maintained for furnace venting, etc.
- Access must be maintained for furnace, hot water heater, softener, water meter and other equipment requiring maintenance or repair
- Electric panels cannot be located in closets and must maintain 3 ft. clear workspace in front of the panel



Why Building Permits?

Required Inspections:

- Framing prior to insulation being installed and after Electric, Plumbing and Heating rough-in inspections have been performed
- Insulation after vapor retarder (if required) is installed and prior to gypsum board installation
- Final inspection after Electric, Plumbing and Heating final inspections

Additional Inspections Required

- Plumbing rough-in and final
- Electric rough-in and final
- HVAC rough-in and final

Electric Information:

- One outlet on every wall over 24"
- Maximum distance between outlets is 12 ft.
- At least one fixture or switched outlet shall be provided in bedrooms
- Outlets in bedroom shall be arc-fault protected
- Rough-in inspection conducted after outlets and fixtures are wired to the box, but not connected

Electric inspections:

Can be arranged by calling Peter Tokle
Monday through Friday
7:00 a.m.- 8:30 a.m.
(763) 754-2983

A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications. Building permits are very beneficial to you and your community. By working with a code official, you will benefit from their knowledge of the building codes to ensure your construction project is built right, will be safe and will last. Safe construction practices help protect you, your family, your friends and your investment. Be sure to get your local code official involved with your project, because the building department is on your side.

What are the benefits of having a building permit?

Increased Value -- Your home or business is an investment. If your construction project does not comply with the codes adopted by your community, the value of your investment could be reduced. Property insurers may not cover work done without permits and inspections. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Protects -- A property owner who can show that code requirements were strictly and consistently met, as demonstrated by a code official's carefully maintained records, has a strong ally if something happens to trigger a potentially destructive lawsuit.

Ensures Safety -- Your permit also allows the code official to protect the public by reducing the potential hazards of unsafe construction and ensuring public health, safety and welfare. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends or future owners.

PERMITS MADE EASY BASEMENT FINISHING



**City of Shoreview
Community Development
Building Inspection Division
4600 North Victoria Street
Shoreview, MN 55126
(651) 490-4600
Inspection Line: (651) 490-4685
Fax: (651) 490-4696
www.shoreviewmn.gov**

CITY OF SHOREVIEW

DATE: _____

(651-490-4600 / Fax 651-490-4696)

BUILDING PERMIT APPLICATION

All applicants complete general information and signature section.

One and two family dwelling projects complete Section A or B

Commercial projects complete Section C or D on Reverse or Second Page

GENERAL INFORMATION

Site Address: _____

Owner: _____ Phone: _____

Address: _____

Lot: _____ Block: _____ Subdivision: _____

Contractor: _____ Phone: _____

Complete Address: _____ Fax: _____

License Number: _____ Type: _____ Expiration Date: _____

Estimated Completion Date: _____

SIGNATURE

THIS IS AN APPLICATION FOR A PERMIT. NOT THE ACTUAL PERMIT.

THE UNDERSIGNED HEREBY AGREES TO ALL WORK IN ACCORDANCE WITH SHOREVIEW CITY CODE AND THE RULING OF THE INSPECTIONS DIVISION.

Applicant's Signature: _____ Work Phone: _____

Applicant's Name (print): _____ Home Phone: _____

A. ONE AND TWO FAMILY DWELLINGS (R-3 OCCUPANCIES) (NEW CONSTRUCTION)

Value of Dwelling Excluding Land: _____

Square Footage: 1st _____ 2nd _____ 3rd _____ 4th _____

Basement Square Footage: Finished _____ Unfinished _____

Garage Square Footage: _____

B. ONE AND TWO FAMILY DWELLINGS (MISCELLANEOUS)

Addition: ___ Deck: ___ Basement Finish: ___ Remodel: ___ Repair: ___ Reside: ___ Pool: ___ Re-roof: ___

Driveway: ___ Fence: ___ Shed: ___ Demolition: ___ Move: ___ Retaining Wall: ___ Other: ___

Explain: _____

Dimension: _____ Square Footage: _____ Value of Improvement: _____

C. COMMERCIAL/INDUSTRIAL (NEW)

Use/Occupancy: A-1:___ A-2:___ A-3:___ A-4:___ A-5:___ B:___ E:___ F-1:___ F-2:___ H-1:___ H-2:___ H-3:___ H-4:___
H-5:___ I-1:___ I-2:___ I-3___ I-4:___ M:___ R-1:___ R-2:___ R-3:___ R-4:___ S-1:___ S-2:___ U:___

Type of Construction (circle): Type: I II III V **AND** A or B **OR** Type: IV HT

Square Footage: _____

Sprinkled: Yes___ No___ Zoning District: _____ Value of Improvement _____

D. COMMERCIAL (OTHER)

Owner/Tenant: _____ Phone: _____

Current Address: _____

Tenant Finish:_____ Addition:_____ Alteration:_____ Repair:_____ Other:_____

Explain: _____

Occupancy Classification:_____ Type of Construction:_____ Estimated Completion Date: _____

Value of Improvement: _____

FOR OFFICE USE ONLY

Approvals:

FLOOD DETERMINATION: _____ ZONE: _____ DATE: _____

ENGINEERING: _____ DATE: _____

PLANNING: _____ DATE: _____

Does/Did this project require City Council or Planning Commission authorization: _____ Yes _____ No

Did the City Council or Planning Commission impose any conditions of approval: _____ Yes _____ No

(---If yes attach a copy---)

FEES

Erosion Control Escrow	\$ _____	SAC (___ Units)	\$ _____
Erosion Control Inspection	\$ _____	Water Connection Charge	\$ _____
Grading Certificate Escrow	\$ _____	Water Area Connection	\$ _____
Planning and Landscape Escrow	\$ _____	Water Source and Supply	\$ _____
Street Repair	\$ _____	Water Meter	\$ _____
		Sales Tax	\$ _____
		Sewer Connection Charge	\$ _____
		Sewer Area Connection	\$ _____