



COMMUNITY DEVELOPMENT DEPARTMENT  
2660 Civic Center Drive • Roseville, MN 55113  
**INSPECTION SCHEDULING and GENERAL INFORMATION 651-792-7080 FAX 651-792-7070**

**INFORMATION REQUIRED WITH A FINISHED BASEMENT**

1. Signed completed Building Permit application form.
2. 2 copies of plans showing proposed layout. Plans shall be drawn to scale and shall include the following information.
  - A. A floor plan indicating:
    - Location of lower level of 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 features, furnace and water heater.
    - Location of stairway, fireplaces, etc.
  - B. A cross section plan indicating:
    - Proposed finished ceiling height.
    - Wall, floor and ceiling finish materials.
    - Existing and proposed insulation, vapor barrier and moisture barrier.

**GENERAL BUILDING CODE REQUIREMENTS:**

1. Bottom plates of proposed walls shall be of approved treated wood.
2. Properly sized beams and headers must be used in structural bearing conditions. Specify intended sizes of such beams and headers on plans.
3. Open side(s) of stairways shall be provided with a guardrail having intermediate rails spaced less than 4" apart.
4. Enclosed usable space under stairs must be protected on the underside with 5/8" thick gypsum wallboard.
5. The addition or alteration to any dwelling requires that the dwelling be updated to the current smoke and carbon monoxide alarm requirements of the Minnesota State Building Code 1309.0314, 0315 (I.R.C. 314 & 315). The requirements are as follows:
  - A smoke alarm in each sleeping room.
  - A smoke alarm outside of each sleeping area in the immediate vicinity of the bedrooms.
  - A smoke alarm on each level of the home not already covered by the previous required locations.
  - A carbon monoxide alarm shall be installed outside and not more than ten (10) feet from each separate sleeping area or bedroom.
  - Battery operated smoke and carbon monoxide alarms may be allowed.
6. Each bedroom shall be provided with an escape or rescue window having:
  - A minimum net clear openable area of not less than 5.7 square feet.
  - A minimum net clear opening height dimension of 24 inches.
  - A minimum net clear opening width dimension of 20 inches.
  - A finished sill height of not more than 44 inches above the floor.

7. Escape or rescue windows with a finished sill height below the adjacent ground elevation shall have a window well and comply with the following:
  - The clear horizontal dimension shall allow the window to be fully opened and provide a minimum accessible clear area of 9 square feet (with a minimum dimension of 36 inches).
  - Window wells with a vertical depth of more than 44 inches shall be equipped with a permanently affixed ladder or stairs that are accessible with the window in the fully open position. The ladder or stairs shall not encroach into the required dimensions of the window well by more than six (6) inches.
8. Most foam plastic (rigid) insulations must be protected on the interior of the home by not less than ½ inch thick gypsum board (or equivalent).
9. A moisture barrier is required behind newly insulated foundation walls covering that part of the foundation which is below grade.
10. Fiberglass insulation must be covered on the interior by not less than a 4 mill. thick vapor barrier.
11. Uncovered vapor barrier must be flame spread rated (flame retardant).
12. Each water closet stool shall be located in a clear space not less than 30 inches in width and have a clear space in front of the water closet stool of not less than 24 inches.
13. Each bedroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior.
14. The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedrooms) is 7 feet 6 inches. If the ceiling is furred down, a minimum of 7 feet is permitted in not more than 1/3 of the area of the room.
15. Furnace rooms must be provided with outside combustion air.

Note: The above outlines General Code Requirements relative to finish basement construction. For specific Code requirements, please contact the Community Development Department at 651-792-7080. Questions regarding design and cost should be referred to a professional builder or architect.

#### **REQUIRED INSPECTIONS:**

1. Framing/Insulation: To be made after all framing, insulation and ductwork are in place and inspections of the rough electrical, plumbing and mechanical systems are approved.
2. Final: To be made when work is complete and after final approval of any electrical, plumbing or mechanical work.

#### **GENERAL NOTES:**

1. Plan review and building permit issuance normally require five (5) working days from receipt of the complete application. You will be contacted when the permit is ready.
2. The “stamped Approved” Building plan and the Inspection Record Card shall be made available to the inspectors during their inspections. It shall be posted in a prominent location in the area of construction until the final inspection is made.
3. Separate permits are required when installing electrical wiring, plumbing or mechanical systems. Please contact the Roseville Community Development Department at 651-792-7080 for information regarding these permits.
4. Call 651-792-7080 between 8:00 a.m. and 4:30 p.m. to arrange for an inspection. Please provide the permit number with your request. Thank you.

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