

City of Mounds View, Minnesota

Basement or Interior Remodeling Information Sheet

2401 Highway 10, Mounds View, MN 55112-1499
(763) 717-4020 * Fax: (763) 717-4019

The following information must be submitted to the Building Department before a building permit can be processed and approved. A more detailed description of items 1-3 is listed below.

1. **Permit Application Form.**
2. **Building Plans [two copies].**
3. **Description of work.**

After a preliminary review additional information may be required, allow 5 to 10 working days for processing.

1. Permit Application: Complete a Building Permit Application Form. Application forms are available at the Building Department.

2. Building Plans [two copies]: Floor Plan showing length and width of each floor and room dimensions, finished and unfinished areas, interior walls, beams, existing walls. Walls being removed, plumbing and mechanical fixtures and indicate on the floor plan how each area will be used, [bedroom, recreation room etc.].

3. Plumbing Permit required for all fixtures.

4. Description of use: Provide a detailed written description of the work being done.

Inspections Required:

Framing (after electrical rough-in inspection), mechanical rough-in, final gas piping air test, plumbing (5# air test), insulation, and building final.

***In addition to the building permit, if you are doing mechanical or plumbing work, separate permits are required. Any electrical work requires a state permit.**

Electrical wiring requires a state permit and must be inspected and approved by the State Electrical Inspector [rough-in and final inspections]. To request an inspection or to answer electrical questions call (763) 434-4853 from 7am to 8:30 am, Monday through Friday.

The area electrical inspector is Brian Nelson.
www.briannelsoninspections.com

Electrical inspection forms can be downloaded at www.electricity.state.mn.us

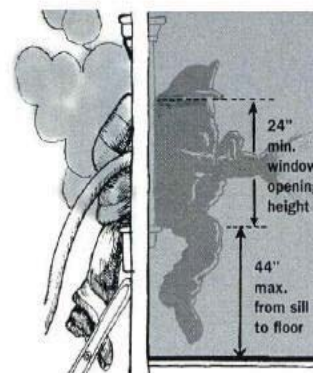
Egress Window Requirements

All emergency escape and rescue openings shall have a:

- **minimum net clear opening of 5.7 square feet.**
- **minimum net clear opening height shall be 24 inches**
- **minimum net clear opening width shall be 20 inches.**

Bedroom Window Egress

The second exit required in a bedroom is usually a window. The dimensions of the openings are to ensure the residents an escape route, but equally important, they are designed to allow a firefighter with a backpack to enter. The opening must be at least 24" high and at least 20" wide, with a net area at least 5.7sq.ft., per T-b9. The window sill must not be higher than 44" from the floor.

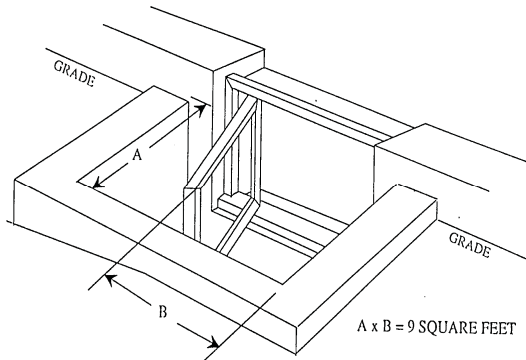


(Installations after March 31, 2003)

Exception: Grade floor openings shall have a minimum net clear opening of 5 square feet. Grade floor opening is a window or other opening located such that the sill height of the opening is not more than 44 inches above or below the finished ground level adjacent to the opening.

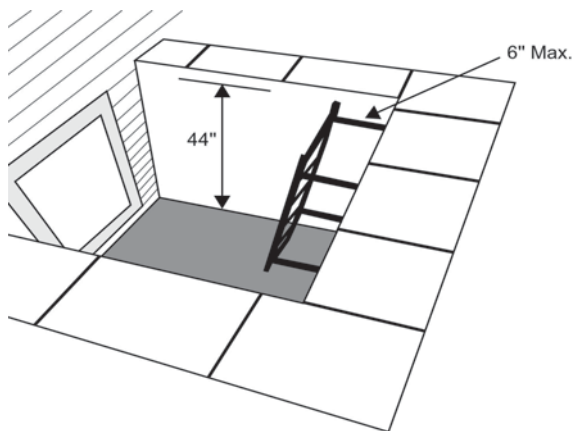
Egress Window Wells

Window wells required for emergency escape and rescue shall have horizontal dimensions that allow the door or window of the emergency escape and rescue opening to be fully opened. The horizontal dimensions of the window well shall provide a minimum net clear area of 9 square feet **with a minimum horizontal projection and width of 36 inches.**



Window wells with a vertical depth greater than **44 inches below the adjacent ground level** shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. The

ladder or stairs...shall be permitted to encroach a maximum of 6 inches.



CALL FOR INSPECTIONS: (763) 717-4020

For all inspections call at least 48 hours in advance.

When you call us, please make sure you tell us:

- your name
- address of the property
- type of inspection needed
- building permit #
- daytime phone number

Please remember if you are doing digging of any kind, call Gopher State One Call for utility locations at (651) 454-0002 or MN toll free at 1-800-252-1166. This is not an option—It's the law!

Questions?

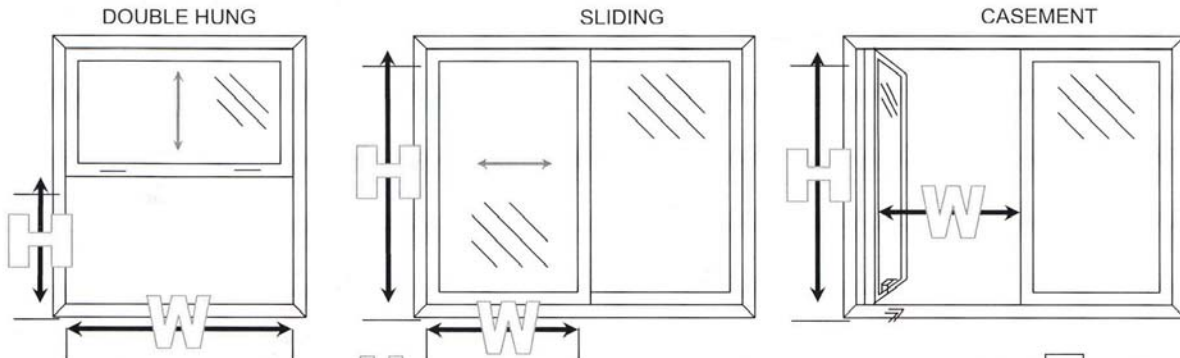
If you have questions about the information in this handout, please contact the Building Official at (763) 717-4024 or the Community Development Administrative Assistant (763) 717-4020, or e-mail your questions to permits@ci.mounds-view.mn.us.

The City also has permit applications available on our website at <http://www.ci.mounds-view.mn.us>.

This information is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.

Egress Window Worksheet for Ground Floor Windows Installed On or After March 31, 2003

1) Check Window Height and Width



Is the clear openable height,

H
W

at least 24 inches?

Yes ☐ No ☐

Is the clear openable width,

H
W

at least 20 inches?

Yes ☐ No ☐

2) Check Window Opening Area (fill in the three blanks)

H _____
Openable height (inches)

X W _____
Openable width (inches)

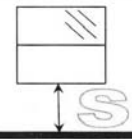
= A _____
Openable area (square inches)

Is the clear openable area, A at least 720 square inches?

Yes ☐ No ☐

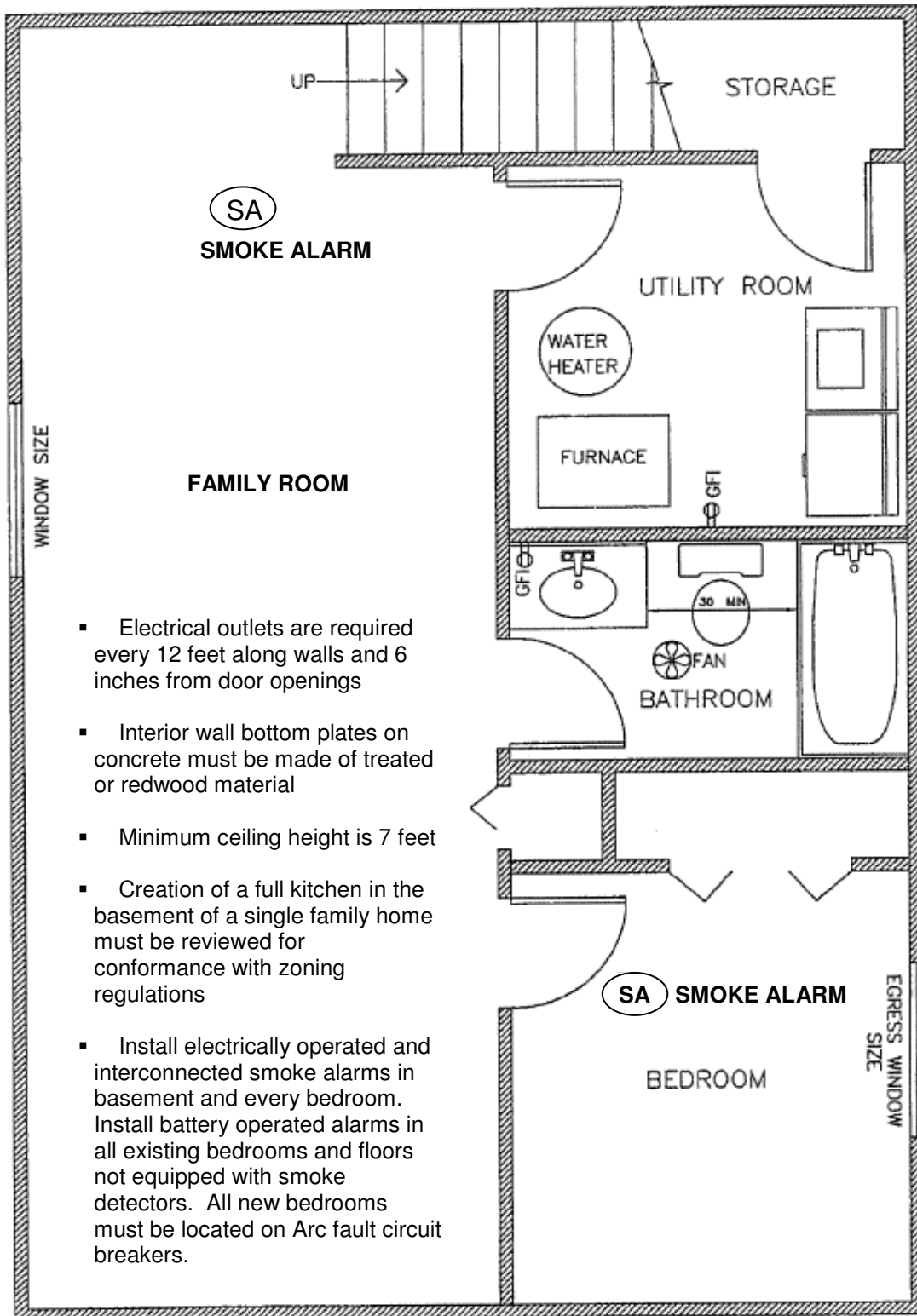
3) Check the distance from the floor to the bottom of opening

Is the distance, S from the floor to the finished sill
(bottom of opening) 44 inches or less?



Yes ☐ No ☐

If you answered yes to all questions then the window should comply with the 2003 Minnesota State Fire Code.

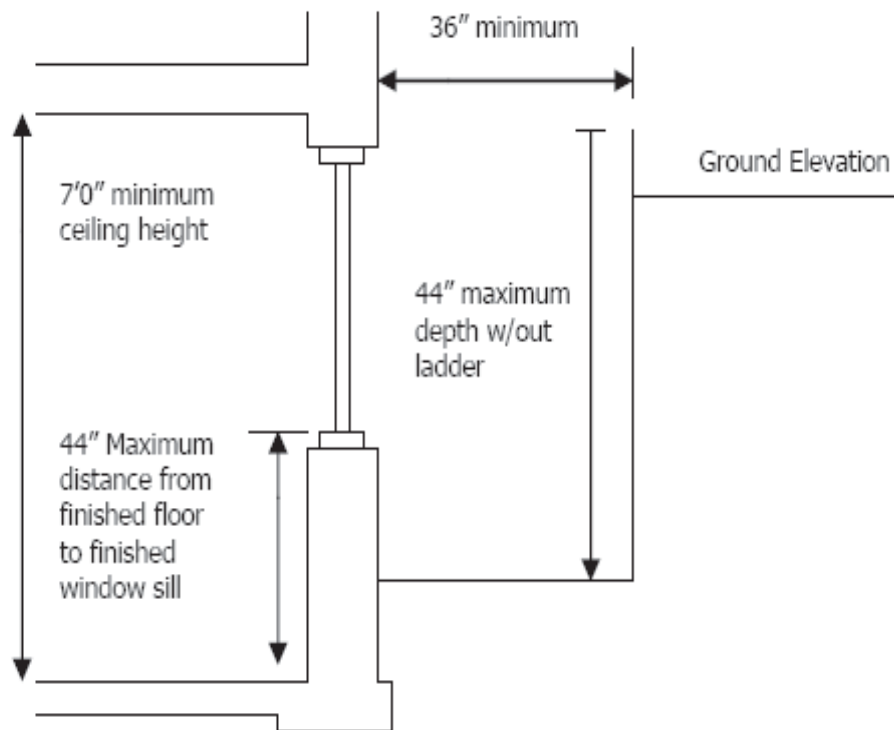


- Electrical outlets are required every 12 feet along walls and 6 inches from door openings
- Interior wall bottom plates on concrete must be made of treated or redwood material
- Minimum ceiling height is 7 feet
- Creation of a full kitchen in the basement of a single family home must be reviewed for conformance with zoning regulations
- Install electrically operated and interconnected smoke alarms in basement and every bedroom. Install battery operated alarms in all existing bedrooms and floors not equipped with smoke detectors. All new bedrooms must be located on Arc fault circuit breakers.

Engineering required for any new openings in the foundation

Show window size. An egress window is required in each bedroom or one for the entire basement if there are no bedrooms. See chart in this handout for required egress window size per the date of the house construction.

EGRESS WINDOW ILLUSTRATION



SUBMITTAL REQUIREMENTS FOR BASEMENT FINISHES

1. Two sets of plans of the proposed basement finish. Please use the attached page as an example of the plans you will submit. They can be hand drawn and do not have to be professionally done or computer generated. Building codes are listed on the handout for your reference.
2. Completed building permit application form.
3. Completed Homeowners Affidavit, if applicable.
4. Plumbing, mechanical and electrical permits may also be required.

REQUIRED INSPECTIONS:

- | | |
|--------------------|----------------------|
| - Framing | - Final Building |
| - Rough Mechanical | - Final Plumbing |
| - Insulation | - Final Mechanical |
| - Rough Plumbing | - Final Electrical * |

*** All electrical permits and inspections are handled by the State of Minnesota**

The permit holder is responsible for requesting all required inspections. To schedule an inspection, call 763-717-4020. Please allow a minimum of 48 hours for inspection