

A home addition is any project that adds square footage to your existing home. Converting or finishing any existing square footage is defined as an *alteration* (different permit and requirements- see the *Remodels & Basement Finishing* handout). Building permits are required for home additions. Please call the Mounds View Building Official if uncertain whether the work requires a permit or not.

Required Submissions Mounds View has converted to an online permitting system called BS&A Online. From the City of Mounds View website, click on the link *ALL PERMITS*. Please email Permits@MoundsViewMN.org or call 763-717-4020 if you have any questions.

- **Building Permit application.** Permit fee is calculated based on the overall project *valuation* (labor + material costs). Building permits need to be submitted by State licensed contractor or property owner. Select *Res Addition* as the permit type.
- **Plans:** The Building Permit should include the following:
 - Site plan: showing lot lines and existing structures, and proposed location of new structure, size, and setbacks.
 - Detailed footing/slab and building plans for the proposed structure (if applicable).
- **Homeowner Acknowledgment Form.** Required if the homeowner is the applicant and doing the work for themselves (not hiring a contractor).

Pay Permit Fee Once the plans have been reviewed and approved, the applicant will be notified. Payments can be made by CC online at the City's website; or CC, check, or cash at City Hall M-Th 7am-5pm.

Required Inspections Four to five inspections are *typically* required. More (or less) may be required based on the size and scope of the project. An inspection list will come with the permit. *Call 24+ hours in advance to schedule inspections.* Minimum inspections:

- 1.) Footings
- 2.) Foundation
- 3.) Framing/Rough In. May include plumbing and mechanical rough-ins (if applicable), and is scheduled after the rough-in electrical inspection is passed.
- 4.) Insulation. Before sheetrock or wall/ceiling finishing materials are applied, includes vapor barrier.
- 5.) Final inspection. Will include a whole house smoke & CO detector inspection.

General Requirements

- If hiring someone else to do any portion of the work, it is *strongly* advised that they apply for the required permits. The *permit holder* is liable for the work, and accountable for any corrections. Contractors applying for permits are required to be licensed and insured.
- Include existing foundation details and connection methods, and proposed insulation details or notes.
- No structures are allowed in the easements or Right-Of-Ways (ROW).
- Setbacks in a residential zoning district = 10' from side property lines; 30' from rear property line; front yard setback = 30', *or* you must fall within the range of the existing front setback on your block.
- An adequate ledger to structure connection must be *verifiable*, or the structure shall be self-supporting.

(See reverse side for code requirements checklist)

Requirements Checklist (Building Codes)

1. **Smoke alarms.** One required on each level (in the vicinity of sleeping rooms if sleeping rooms are on that level); and one in each bedroom. They must be hardwired and interconnected *if* adequate access to the structure is provided by removal of interior wall or ceiling finishes.
2. **Carbon monoxide alarms.** Shall be installed within a 10-foot vicinity, outside of all sleeping rooms.
3. **Emergency Escape and Rescue Openings (EERO).** Basements* and every sleeping room require an **EERO** that opens directly to, or into a yard or court, that leads directly to a public way. Minimum net clear openings are: 5 square feet at grade level; 5.7 total square feet above or below grade; 24-inch min height x 20-inch min width; and a maximum sill height of 44-inches from floor. Replacement windows are exempt from these requirements when window is not smaller in size with same operating style that provides equal or greater opening of existing window. Licensed Facilities* (foster care/day care) may have additional EERO requirements.
4. **Window wells** require at least 9 square feet of net clear area with a minimum horizontal projection and width of 36-inches. An attached ladder or steps is required when the vertical depth below grade exceeds 44-inches. The ladder or rungs shall be at least 12-inches wide, project at least 3-inches from the wall and spaced not more than 18-inches apart.
5. Minimum ceiling height is 7', or 6'-8" for certain exceptions*.
6. Heat in all habitable rooms shall be sustainable at 68°F *without* the use of space heater(s). System must be balanced after installing heat ducts and cold air returns.
7. Bathroom with no operable window requires an exhaust fan. Exhaust duct must be insulated to minimum R-3.3 for first 3-feet from exterior wall.
8. Stairs with four or more risers require a continuous full-length handrail with no sharp edges on one side with a minimum 1 ½-inch space between the handrail and wall or guard.
9. Enclosed accessible space under stairs shall be protected on the enclosed side with ½-inch gypsum.
10. Wood contacting concrete or masonry (that is in direct contact with the ground), must be treated or separated by an impervious moisture barrier.
11. Minimum insulation requirements: exterior above-grade walls and rims R-20; foundation walls R15*.

State Plumbing & Mechanical Code requirements:

1. All new plumbing shall be inspected, tested and approved prior to being covered.
2. All new mechanicals shall be inspected, tested and approved prior to being covered.

*See current MN Residential & Energy Codes for exceptions and requirements