

Remodels & Basement Finishing

Building permits are required for finishing any unfinished space, conversions (such as converting a recreation room to a bedroom), and alterations (such as kitchen and bath remodels). Separate plumbing, mechanical, and electrical permits may also be required. You do not need a permit for work that involves wall finishes, tiling, flooring, cabinets, countertops, and similar finish work only. Please call the Mounds View Building Official if you are 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 Alteration* as the permit type.
- **Construction Drawings/Plan.** Shall be neat, legible, and adequately drawn and notated to clearly outline the project and any code compliance considerations. Include:
 - Floor plan drawing before and after; top & side view drawings.
- **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 Two to three inspections are *typically* required. More (or less) may be required based on the size and scope of the project. A required inspections list will come with the permit. *Call 24+ hours in advance to schedule inspections.* Minimum inspections:

- 1.) Framing/Rough In. May include plumbing and mechanical rough-ins (if applicable), and is scheduled after the rough-in electrical inspection is passed (if applicable).
- 2.) Insulation (If applicable). Before sheetrock or wall/ceiling finishing materials are applied, includes vapor barrier.
- 3.) 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.
- For all basement finishes and remodels: include the existing foundation insulation details (if any), and additional proposed insulation details and/or notes. Moisture issues *can become a concern* if not designed and installed properly. See the *Insulating Existing Basements* handout.

(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. When altering existing basements is 6' 4". This includes basement bathrooms and ceiling height above basement stairs*.
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*. Basements built before June 1, 2009 are not *required* to be insulated to R-15. [See *Insulating Basements* Handout].

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 Code for exceptions and requirements