

BASEMENT FINISH / REMODEL



BUILDING DEPARTMENT

100 Northeast 7th Avenue
P.O. Box 244
Little Falls, MN 56345-0244
(320) 616-5500

PERMITS

A building permit is required for basement alterations and basement remodeling. Other Permits may be needed for plumbing, mechanical, fireplace and electrical work. Call Howard Hedin, Electrical Inspector, at 320-547-2487 for an electrical permit.

SUBMITTALS REQUIRED FOR PERMIT

Two (2) copies of construction plans showing proposed designs and materials.

Drawings are to be drawn to scale on paper include:

- Floor Plan indicating:**
 - Room uses and dimensions
 - Wall Locations and stairs
 - Size and location of windows, doors, plumbing fixtures, also furnace and water heater.
- Cross Sections indicating:**
 - Proposed finished ceiling height. (Min. finished ceiling height is 7 feet)
 - Wall, floor and ceiling finish materials.
 - Existing and proposed insulation and vapor barrier.
 - Rise, run and headroom of stair.

REQUIRED INSPECTIONS

When a building permit is required for basement finish, the following inspections must be requested:

- **Rough-in Electrical, Plumbing, and Heating**
- **Framing** – To be made after electrical, plumbing, and heating rough-in are approved
- **Insulation** – After all insulation, including rim joist, is installed and vapor barrier is in place.
- **Final Electrical, Plumbing and Heating**
- **Final** – Upon completion of work

Please call (320) 616-5500 to arrange an inspection 24 hours in advance.

SMOKE DETECTORS: Smoke detector installation is required for all homes when interior alterations, repairs, or additions requiring a permit occur.

Smoke detectors must be both hard wired and battery powered and **must be interconnected.**

Smoke detectors in existing areas may be battery powered only where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure unless there is an attic, crawl space, or basement available which could provide access for hard wiring and interconnection without the removal of interior walls.

Smoke detectors are required:

- In each sleeping area (bedroom)
- Outside of each separate bedroom in the immediate vicinity of the bedrooms. On each level of the structure.
- One carbon monoxide (c/o) alarm shall be installed within ten (10) feet of each sleeping room. The smoke detector and c/o alarm can be a combination unit to allow for one device to be installed.

Smoke detectors must be installed in each of these locations, even if the work completed is not located specifically in those areas.

EGRESS WINDOW REQUIRED: Each bedroom shall be provided with an escape or rescue window. An egress window shall have a clear opening of 5.7 square feet within 44 inches of the basement floor to window opening. (see attached handout) Egress windows are required if a room appears to be a bedroom

TREATED WOOD REQUIRED: All wood in contact with concrete shall be resistant to decay. Construct all walls on treated or redwood plates. Hem-fir or Doug-fir plates not allowed.

BATHROOM EXHAUST FAN: A bath fan is required unless there is an openable window. Insulate the fan duct a minimum 3 feet from the outside of the house rim.

SUPPLY AND RETURN AIR: Supply and return ducts are required for each room except bathroom. The bathroom can only have a supply duct.

COMBUSTION AIR: Unless already installed, a combustion air supply duct must be provided from the outside atmosphere to the mechanical room when new walls enclose the furnace and water heater.

MECHANICAL/PLUMBING: Each toilet shall be located in a clear space not less than 30 inches in width and have a clear space in front of the toilet of not less than 24 inches. Joints, regulators or fittings in gas piping may not be concealed within the wall or ceiling. Provide 30" of working space in front of the furnace. Water heater and furnace must be able to be removed without taking them apart. Gas fired furnace or water heater cannot be in a bedroom, bathroom or closet. All used fixtures and plumbing must be approved by building inspector *before* it is installed.

GUARDRAILS: Guardrails must be installed around the stair when over 30 inches above grade. Guardrails must be at least 36 inches in height and must not permit the passage of a 4 inch sphere through the intermediate rails or pickets.

UNDER STAIR PROTECTION: Enclosed accessible space under stairs shall have the walls, underside of stair surface, and any soffits protected on the enclosed side with ½ inch drywall board.

INSULATION: Foundation walls must be insulated on the interior or exterior to provide a minimum of R-10 insulation value. Install vapor retarder on/against block wall prior to framing when insulation is used on the interior side of wall. When spray foam or foam plastic insulation (such as Styrofoam) is used, it must be covered by ½ drywall board or equivalent thermal barrier. This includes foam in the rim joist area.

STAIRWAYS: Stairways must be at least 36 inches in width. Maximum rise tread to tread is 7 ¾ inches. Minimum tread depth is 10 inches. The largest riser height shall not exceed the smallest by more than 3/8 inch within any flight of stairs. Open risers are permitted, provided that the opening between treads do not exceed 4 inches for risers greater than 30 inches above grade. The triangular opening formed by tread, riser and guardrail shall be small enough to prevent a 6" sphere from passing through. Stairways shall be provided with an artificial light source.

HANDRAILS: Graspable handrails must be provided on at least one side of stairways having 4 or more risers. Handrail height must be between 34 and 38 inches in height above the nosing of the treads and extend continuously for the full length of the stairway. Handrails projection from a wall must have a space of not less than 1 ½ inch between the wall and the handrail. The handgrip portion of handrails must be not less than 1 ¼ inch and no more than 2 inches in cross sectional dimension and must have a smooth surface with no sharp corners. The ends of handrails shall be returned to the wall or terminated at a post.

This informational document may not comprehensively address all City ordinances regarding the subject addressed. It is provided to serve only as a helpful guide during design phase and permit application. Any work requiring permits is not allowed until all required permits have been issued by the City of Little Falls.