

Note: This Guide is for general information only and does not identify every code requirement which may apply.

PERMITS:

- Basement finishing requires a Building Permit.
- Plumbing, Heating, Gas, and Electrical permits may also be required.
- Fireplace installation requires a separate permit.

PLAN SUBMITTAL:

- Building Plans [two copies] with the following information:
- A completed permit application.
- Floor Plan showing length and width of each floor and room dimensions (noting finished and unfinished areas), and how each area will be used, (bedroom, recreation room etc.).
- Any new exterior energy walls or interior walls (with cut section details) showing beams with sizing.
- Any existing walls and walls being removed.
- Doors and windows (Indicate if new or existing with sizes) and header sizing if new.
- Smoke and C.O. detector layout.
- Furnace, water heater, and any other plumbing, mechanical, or electrical fixtures etc....
- Please leave a blank space on the plan for city approval stamp and comments.

GENERAL CODE REQUIREMENTS:

- Minimum headroom clearance in finished habitable areas is 7'0". Indicate on your drawings the amount of headroom that will be provided once finished.
- Bottom plates of proposed walls shall be pressure treated lumber.
- Foundation walls must be in good condition and not show signs of allowing moisture into that basement area. If signs of moisture intrusion exist, finishing of the area should not occur until remedial action is taken to correct the moisture problem.
- Enclosed areas under stairs must be entirely finished with ½ inch gypsum board.
- [Smoke and C. O. Detectors](#) to be installed per MN State Building Code (See smoke/C.O. handout) or (http://www.doli.state.mn.us/pdf/bc_websmoke_co_06_07.pdf).
- A complying handrail and guardrail shall be provided to the lower level. (See "[Stairway Handout](#)" or the City of St. Louis Parks stair handout for handrail requirements).
- "Basements and every sleeping room shall have at least one operable emergency escape and rescue opening". See "[Emergency Escapes](#)" handout for additional details.
- A bathroom fan is required unless there is a 3 square foot window with ½ of it openable. Insulate the fan duct a minimum of 3 feet from the outside of the house rim.

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Plumbing Issues to Consider:

- Water closets must be centered in a clear space of not less than 30 inches wide and have a clear space in front of not less than 24 inches.
- Whirlpool/Bathtubs that are installed against walls must have a factory flange.
- Whirlpool/bathtubs that are drop-in (deck type) must not be installed against the wall.
- Showers stalls must be at least 900 square inches in floor area and large enough to provide a 30 inch diameter clear circle measured at the height of the shower control handle.
- Access must be provided for service and replacement of all equipment, fixtures, Gas Meters, valves (water, gas) and Bathtubs/whirlpools, Pumps, Controls, Traps, Slip Joints, Cleanouts.

Mechanical Issues to Consider:

- Furnaces must have an unobstructed working space of at least 30 inches in front and at service accesses of the unit. Equipment shall not have to be moved to for replacements.
- Clearances as required by the manufacturer specifications must be maintained.
- Furnaces and water heaters must be provided with outside combustion air.
- Gas fired appliances may not be located in a sleeping rooms, bathrooms, toilet rooms, or storage closets. Consult with a building inspector for allowable exceptions.
- Furnace and water heater vents must have a minimum clearance to combustibles of 1 inch when class 'B' pipe is installed and 6 inches for single wall pipe.
- Provide access to balance dampers on duct branches.

Electrical Issues to Consider: See the following list and this State of MN web site:

http://www.dli.mn.gov/CCLD/PDF/eli_inspection_checklist.pdf

- Electrical panels must not be in closets and a minimum of 3 feet of clear floor space must be maintained in front of the panel.
- Electrical openings in rooms listed in section NEC 210.12 or the web site noted above, for light, power, and smoke detectors must be arc fault protected.
- Bathroom receptacles must be on a dedicated 20 amp circuit and be GFCI protected.
- Non IC recessed lights must have a ½ inch clearance from combustible surfaces.
- Surface mounted incandescent lights in closets must be enclosed and be a minimum of 12 linear inches from the edge of the light fixture to the nearest point of storage space.
- Surface mounted fluorescent fixtures in closets must be a minimum of 6 linear inches from the edge of the light fixture to the nearest point of storage space.
- No parts of hanging, cord connected, track lighting, pendant type fixtures or ceiling paddle fans shall be located above or within 3 feet horizontally and 8 feet vertically of the top rim of a bath tub or shower stall threshold.
- GFCI Protection: Receptacles in unfinished storage areas, work rooms, bathrooms, garages, crawl spaces, and over kitchen countertops must be GFCI protected.
- Electric panels cannot be located in bathrooms, clothes closets or in areas of easily ignited material.

INSPECTIONS TO BE CONDUCTED:

1. Rough in plumbing, electrical, heating, or gas to be inspected before concealing any work.
2. Framing and insulation inspections shall be conducted after all plumbing, electrical, heating, and gas systems have passed the Rough in inspections.
3. Final electric, plumbing, and heating, and gas inspections.
4. Final building inspection.

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