

SUBMITTALS

To obtain a building permit you will need to submit:

- A residential building permit application
- Two sets of plans show the layout, proposed walls and rooms. All rooms shall be labeled with their use and the overall dimensions provided. Many floor plans are on file with the Building Inspections Division. Contact us to obtain a copy.

INSPECTIONS

Basement finishing requires several inspections:

ROUGH-IN PHASE

These inspections must be conducted in this order:

- Electrical
- Plumbing
- Framing (Duct work should be installed by framing inspection. No mechanical permit for duct work is required.)
- Heating/gas line air test for fireplace
- Insulation

FINAL INSPECTION

- Final electrical
- Final building inspection
- Final plumbing
- Final mechanical (fireplace)

WHAT YOU NEED TO KNOW...



Basement Finishing

BUILDING PERMIT IS REQUIRED WHEN:

Finishing a:

- ✓ Basement
- ✓ Lower level
- ✓ Other unfinished area of a dwelling

NOTE: Separate permits are required for plumbing, fireplace and electrical work.

PERMIT FEES

Permit fees vary based on the valuation of the project.

See the City's current fees at:

www.ShakopeeMN.gov/feeschedule

FINISHING REQUIREMENTS

For residential construction projects, the City enforces the most recently adopted Minnesota State Building Code and International Residential Code.

When applying for a permit, please note:

BASEMENT HEADROOM

- In new buildings after 2000, basement headroom is required to be a minimum of 7'0" for all habitable space and stairway headroom 6'8" with a minimum stairway width of 36".
- In existing buildings before 2000, basement headroom can be lowered to 6'4" with stairway headroom included.

UNDER STAIR PROTECTION

When enclosing (framed for door) the usable space below a stairway, the walls, under-stair surface and any soffits shall be protected on the enclosed side with ½" gypsum board.

SMOKE DETECTORS

Smoke detectors are required in all designated sleeping areas and the area leading to them. Smoke detectors shall be hardwired. If the previously finished areas do not have smoke detectors, they must have smoke detectors installed. They may be battery operated.

CARBON MONOXIDE DETECTORS

Carbon monoxide detectors are required within 10' of all designated sleeping areas.

EGRESS WINDOWS

Egress windows are required in all designated sleeping rooms. A door meeting egress requirements leading directly to the exterior may be substituted.

SILLS OR BOTTOM PLATE

Sills or bottom plate in direct contact with concrete are required to be of decay-resistant material (treated wood, cedar or redwood).

INSULATION

The insulation installed during the construction of the home meets the insulation requirements. When adding additional insulation (fiber batts), a moisture barrier from floor to ceiling is required between insulation and foundation wall and a vapor barrier on the interior side, sealed to the framing and covered by a thermal barrier is required.

HEATING, VENTILATION & AIR CONDITIONING

HVAC supplies and returns shall be hard piped from plenum to termination with all joints sealed.

MECHANICAL ROOMS

Mechanical room access is prohibited through bathrooms, bedrooms and designated sleeping rooms where the furnace is non-sealed or has a non-gasketed solid door and separate air supply.

FUEL-BURNING APPLIANCES

Fuel burning appliances shall have a sufficient supply of combustion air. Fire places shall be installed according to the manufacturer's specifications. Gas lines shall be of approved materials, tested to 25psi for 12 hours without any leaks, kinks, breaks or sharp bends in the line. The gas line to or near the appliance with a approved shut off valve within 5' of the appliance and shall be insulated where the line passes through the wall of the appliance.

BATHROOMS

A window or exhaust fan is required in each bathroom. The toilet shall be positioned in a clear space with a width of 30" measured from the center line of the toilet and a clear area measuring 21" in front of the toilet to walls, sinks or tubs. Safety glazing is required in doors, enclosures and building walls enclosing a bathing area where the glazing is less than 60" above a standing surface.

ELECTRICAL

Receptacle outlets shall be installed so that no point along any floor line in any wall line is more than 6' measured horizontally. Circuits for receptacles shall have AFCI (arc fault) protection and the outlets shall be tamper resistant. Outlets in bathrooms, kitchens, laundry and other wet areas shall be on a 20-amp GFCI (ground faulted) circuit. Further requirements and information can be obtained:

- [www.ShakopeeMN.gov/building/electrical/residential electrical inspection checklist](http://www.ShakopeeMN.gov/building/electrical/residential_electrical_inspection_checklist)
- [www.mndli/constructioncodesandlicensing/electrical/residential electrical inspection checklist](http://www.mndli/constructioncodesandlicensing/electrical/residential_electrical_inspection_checklist)