



## Basement Remodel

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### Permits

Permits are required for basement remodeling. Depending on the scope of work being done, electrical, plumbing, mechanical, and building permits could be applicable. When submitting permit applications, please include two sets of plans showing the current layout along with the proposed layouts and materials. Plans should be drawn to scale and shall include the following information:

Floor plan indicating:

- Location of basement exterior walls
- All existing and proposed interior walls of basement
- Use of each existing and proposed rooms
- Location and sizes of windows and doors
- Wall construction materials
- Location of existing or proposed plumbing fixtures, furnace, and water heater
- Stairways, fireplaces, etc.
- Location of smoke/carbon monoxide detectors

Cross-section plan indicating:

- Proposed finished ceiling height
- Walls, floor, rated plates, and ceiling finish materials
- Existing and proposed insulation, vapor barrier, and moisture barrier

### General Building Code Requirements

- Bottom plates of proposed walls shall be of approved treated wood
- Properly sized beams and headers must be used in structural bearing conditions. Specify intended sizes of such beams and headers on plans. Please submit documentation from an engineer verifying the proposed beam will be adequate for the scope of work.
- Open side(s) of stairways more than 30" above the floor must have a guardrail with intermediate rails spaced less than 4" apart
- Enclosed usable space under stairs must be protected on the underside with ½" thick gypsum wallboard
- Fire block/draft-stop all soffits and drop ceilings
- Smoke detectors shall be installed in each sleeping room, in the hallway area giving access to each separate sleeping area, and on each level of the home. Smoke detectors shall also be installed throughout the existing structure in this fashion
- Carbon Monoxide alarms must be located within 10 feet of all sleeping rooms and on the same level as those rooms
- Each bedroom is required to have an escape window with the following:
  - Minimum net clear openable area of not less than 5.7 square feet
  - Minimum net clear opening height dimension of 24 inches
  - Minimum net clear opening width dimension of 20 inches
  - Finished sill height of 44 inches or less above the floor

*\*See Escape Window information sheet for more details*

- Escape windows with a finished sill height below the adjacent ground elevation shall have a window well that complies with the following:
  - Clear horizontal dimension shall allow the window to be fully opened and provide a minimum accessible clear area of 9 square feet (with a minimum dimension of 36 inches)



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- Window wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or stairs that are accessible with the window in the fully open position. The ladder or stairs shall not encroach into the required dimensions of the window well by more than six inches.
- Foam plastic insulation shall be protected on the interior by a minimum of 3/8 inch thick gypsum board.
- Moisture barrier is required behind newly insulated foundation walls, covering that part of the foundation which is below grade
- Fiberglass insulation must be covered on the interior by a minimum of 4-mil (poly) thick vapor barrier
- Vapor barrier in unfinished areas must be flame-spread rated
- Each water closet shall be located in a clear space not less than 30 inches in width and have a clear space in front of the water closet stool of a minimum of 24 inches
- Each bathroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior
- The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedrooms) is seven feet
- Mechanical rooms must be provided with outside combustion air for existing gas fired appliances
- Compression joints or fittings in gas piping may not be concealed within the wall or ceiling construction

### Required Inspections

- Framing/Insulation inspection: to be made after all framing, insulation, and ductwork are in place and the rough electrical, plumbing, and mechanical systems are approved
- Final inspection: to be made when construction is complete and final inspection of any electrical, plumbing, and mechanical work is complete

### General Notes

- Plan review and building permit issuance normally requires 7-10 working days from receipt of the completed application
- The approved building plans and inspection record card shall be available to the inspectors for all inspections. The inspection record card should be posted on the exterior of the residence facing the street until the final inspection is made
- Separate permits are required when installing electrical wiring, plumbing, and mechanical systems
- Call the Inspections Department between 8:00 am - 4:30 pm Monday thru Friday to schedule an inspection

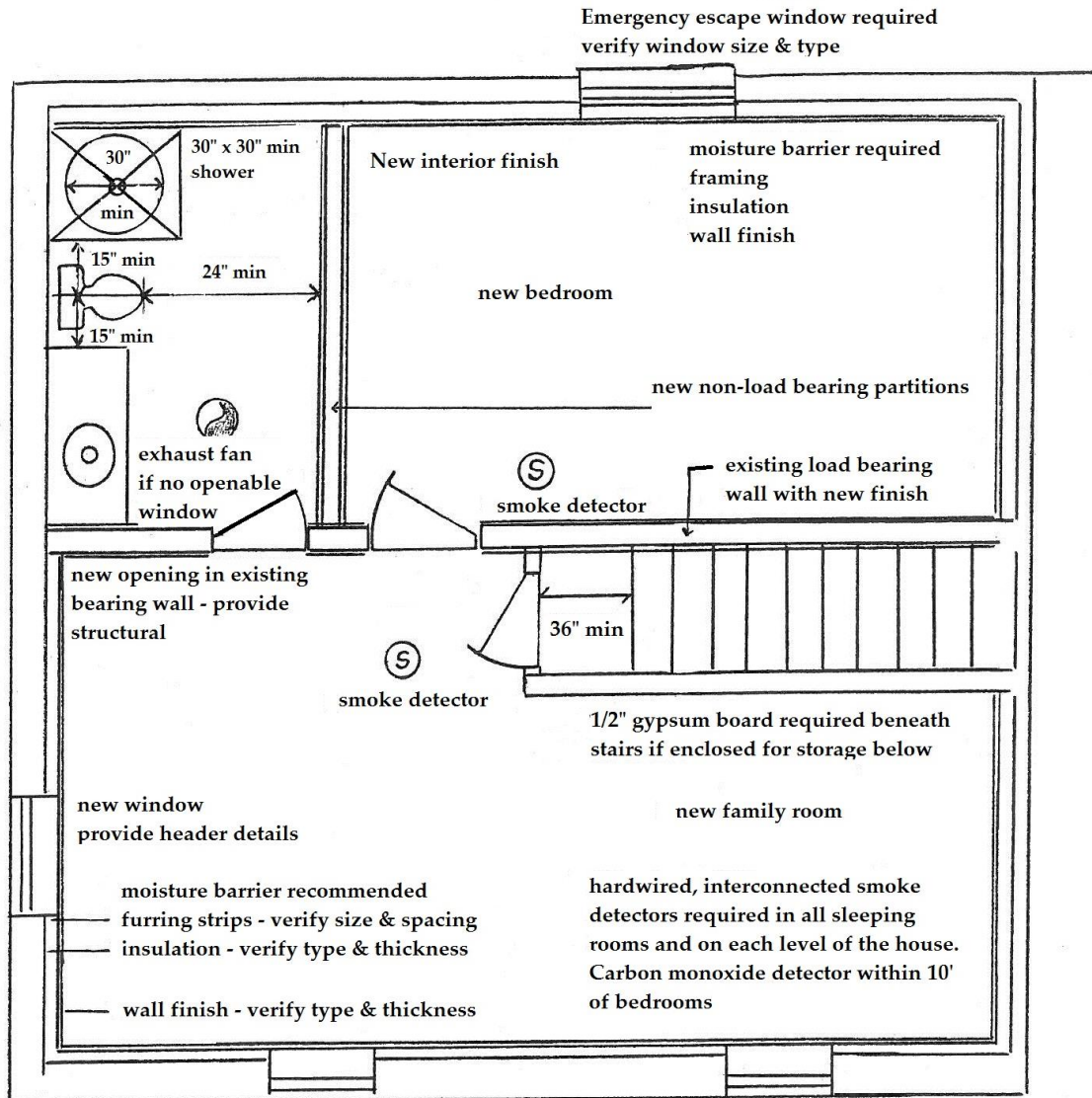


# City of New Hope Community Development

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127 • Fax: 763-531-5136 • newhopemn.gov

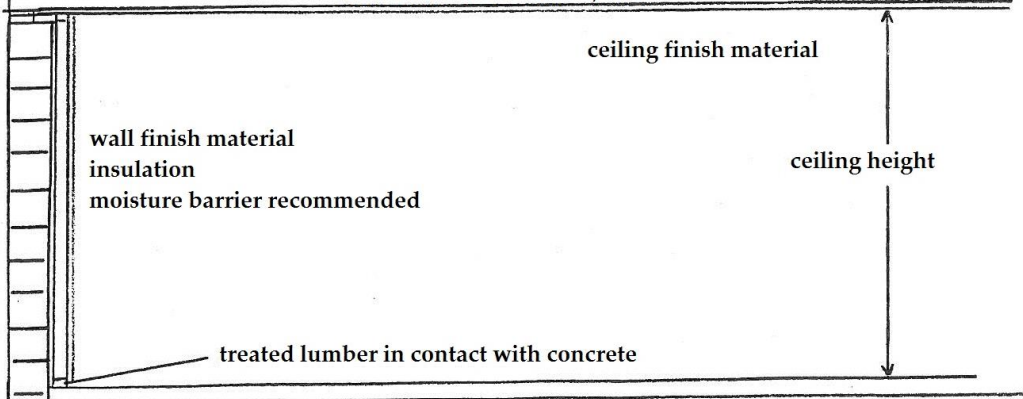
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### Basement Finish Plan Example



basement floor plan (give scale)

### first floor structural system



cross-section (give scale)