

***Additional Information:***

Separate permits are required for plumbing, electrical or mechanical.

Items listed in this brochure are intended for informational purposes, further building and/or zoning code guidelines or restrictions may be applicable.

***Required Inspections:***

- Framing and Insulation/Vapor Barrier
- Drywall/Sheetrock Rough-in & Final
- Plumbing Rough-in & Final (if applicable)
- Mechanical Rough-in & Final (if applicable)
- Electrical Rough-in & Final
- Final (all permits)

**WHERE DO I OBTAIN A PERMIT?**

Building Permit & Inspections Dept.  
City of South St. Paul  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075

**QUESTIONS?**

Please contact our office between the hours of 8:00 a.m. and 4:30 p.m. at 651-554-3220.

# Basement Finish

*City of South St. Paul*



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Permit & Inspections Department  
125 3<sup>rd</sup> Avenue North  
South St. Paul, MN 55075

Phone: 651-554-3220  
Fax: 651-554-3201  
[www.southstpaul.org](http://www.southstpaul.org)

## **BASEMENT FINISH CHECKLIST**

A building permit is required for a basement finish.

### ***Requirements:***

- Application: A building permit application completed and signed.
- Plans (2 sets): Plans shall be drawn to scale and shall include the following information:
  - A) Floor Plan
    - Location of lower level or basement exterior walls.
    - Location of all existing and proposed walls of lower level or basement.
    - Name of each existing and proposed room.
    - Location and sizes of windows and doors.
    - Wall construction materials.
    - Location of existing or proposed plumbing fixtures, furnace and water heater.
    - Location of stairway, fireplaces, etc.
    - Location of smoke detectors.
  - B) A cross-section plan indicating the following:
    - Proposed finished ceiling height.

- Wall, floor and ceiling finish materials.
- Existing and proposed insulation and vapor barrier.

### ***Additional 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 and such beams and headers on plans.
- Open side(s) of stairways more than 30" above the floor shall be provided with a guardrail that must be placed not less than 34" nor more than 38" above the nosing of the treads.
- Enclosed usable space under stairs must be protected on the underside and sidewalls with 5/8" type "X" gypsum board.
- Each new bedroom shall be provided with an escape or rescue window having:
  - A minimum net clear openable area of not less than 5.7 square feet.
  - A minimum net clear opening height dimension of 24".
  - A minimum net clear opening width dimension of 20".
  - A finished sill height of not more than 44" above the floor.

- Foam plastic (rigid) insulation shall be protected on the interior by not less than 1/2" thick gypsum board.
- Exposed fiberglass insulation must be covered on the interior by not less than a 4-mil thick flame retardant vapor barrier.
- Each water closet stool shall be located in a clear space not less than 30" in width and have a clear space in front of the water closet of not less than 24".
- Each bathroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior.
- Alterations to existing basement or portions thereof shall have a ceiling height of not less than 6'4" including beams, girders, ducts, or other obstructions.
- Hallways, bathrooms and toilet compartments may have a ceiling height of not less than 6'4". Stairway headroom must also be a minimum of 6'4".
- Furnace rooms must be provided with outside combustion air.
- Joints or fittings in gas piping may not be concealed within the wall or ceiling construction.
- An anti-scald shower valve is required in the bathroom shower.