

## REQUIRED

- **PLUMBING AND/OR MECHANICAL ROUGH-IN:** Inspection of underground and above ground plumbing is required. Mechanical equipment/ductwork and/or gas line lines to be inspected prior to concealing.
- **FRAMING:** To be made after all plumbing, mechanical and ductwork is in place and has been approved.
- **INSULATION:** To be made when insulation and vapor barrier is in place.
- **FINAL:** To be made when work is complete and the final electrical inspection has been completed.

A 24-hour notice is required for all inspections.

Inspections can be scheduled at

763-6678

## GENERAL NOTES

- Plan review and building permit issuance will normally require five (5) working days from receipt of complete application. You will be contacted when the permit is ready for pickup.
- The approved building plan and Building Permit Card shall be made available to the inspector during inspections
- A separate permit is required when installing electrical wiring. Please contact Electrical inspector Wally Kath at (320) 239-4020 for electrical permit and/or electrical inspection information.
- A mechanical permit is required for installation of new heating equipment, ventilation systems, ductwork, etc.
- A plumbing permit is required for the installation of new drain, waste or vent piping.

Building Department Staff are available from 8:00 am until 4:30 pm to assist you with your construction project.

763-6678

## REQUIREMENTS

# BASEMENT FINISH

## City of Alexandria Building Department

City Hall  
704 Broadway  
Alexandria, MN 56308  
(320) 763-6678



## REQUIRED INFORMATION

- A signed completed Building Permit Application
- 2 copies of plans showing proposed layout and materials. Plans shall be drawn to scale and shall include the following information.
- A floor plan indicating:
  - Location of lower level of basement exterior walls
  - Location of all existing and proposed interior walls of lower level of basement
  - Name/use of all existing and proposed rooms.
  - Location and sizes of all windows and doors
  - Size and sill height of existing and/or egress windows
  - Wall construction materials
  - Location of existing and/or proposed plumbing fixtures, furnace and water heater
  - Location of stairway, fireplace, etc,
  - Location of smoke detectors
- A cross section plan indicating:
  - Proposed finished ceiling height
  - Wall, floor and ceiling finish materials
  - Existing and proposed insulation, vapor retarder 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.
- Opens side(s) of stairways more than 30-inches above the floor shall be provided with a guardrail having intermediate rails spaced less than 4-inches apart.
- Enclosed usable space under stairs must be protected on the underside with 1/2-inch minimum thick gypsum wallboard.
- There must be at least one smoke detector installed in the basement and on each floor level. In addition, a smoke detector must be installed in each sleeping room, and outside of each separate sleeping area in the vicinity of the bedroom(s).
- Each bedroom shall be provided with an emergency escape and rescue window having:
  - A minimum net clear openable area of not less than 5.7 square feet. Grade floor openings are permitted to be 5 square feet.
  - A minimum net clear opening height dimension of 24 -inches.
  - A minimum net clear opening width dimension of 20-inches.
  - A finished sill height of not more than 44-inches above the floor.
- An escape or rescue window with a finished sill height below the adjacent ground elevation shall have a window well and comply with the following:
  - The 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)
  - 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 6-inches.

## REQUIREMENTS CON'T



- Rigid foam plastic insulation shall be listed for exposure, or be protected on the interior by not less than 1/2-inch thick gypsum
- A moisture barrier is required behind newly insulated foundation walls, covering that part of the foundation that is below grade.
- Fiberglass insulation must be covered on the interior by an approved vapor barrier.
- Uncovered vapor barriers must be flame retardant.
- Each toilet shall be located in a clear space not less than 30-inches in width and have a clear space in front of not less than 24-inches.
- Each bathroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior.
- The minimum ceiling height in habitable rooms (finished family rooms and bedrooms) is 7-feet.
- Every habitable room to have heat and return ducts. Dampers required in all heat runs.
- Furnace rooms must be provided with outside combustion air.
- Certain joints or fittings in gas piping may not be concealed within the wall or ceiling construction.
- 

**NOTE:** The above only outline **General Code Requirements** relative to finish basement construction. For specific questions please contact the City Building Department at 763-6678.