

# PERMIT ESSENTIALS: FINISHING A BASEMENT

This handout is for informational purposes and is not legally binding.

## PERMIT REQUIRED

A permit is required to finish your basement. Additional permits are required for plumbing, heating, and electrical.

## HOW TO APPLY

Submit the following information:

- Building permit application
- 2 sets of construction plans showing:
  - Basement floorplan
  - Use of each room
  - Proposed walls, doors, and windows

## PERMIT FEES

- Based on valuation

## PROCESSING YOUR APPLICATION

The application is reviewed for compliance with city and building regulations. Staff will make notes on the plan for your information. Once approved, you can pay for and pick up your permit.

## REQUIRED INSPECTIONS

Email [residentialinspector@shoreviewmn.gov](mailto:residentialinspector@shoreviewmn.gov) to schedule the following inspections:

- Framing
  - Before insulation is installed
  - After electric, plumbing, and heating rough-in inspections
- Insulation
  - Before gypsum board is installed
  - After vapor retarder (if required) is installed
- Final inspection
  - After electric, plumbing, and heating final inspections
- Additional inspections required
  - Plumbing rough-in and final
  - Electric rough-in and final
    - Call 763-754-2983 to schedule the electrical inspections
  - Heating rough-in and final

## GENERAL CODE REQUIREMENTS

- Bottom wall plates must be treated
- Enclosed storage areas under stairs shall be finished with 1/2" gypsum wallboard
- Egress windows:
  - Must be in common spaces
    - Unless a basement bedroom has one



Turn over for more information

- Must be in each bedroom
- Dimensions:
  - Minimum openable area - 5.7 sq. ft.
  - Minimum clear opening height - 24 in.
  - Minimum clear width - 20 in.
  - Maximum height of bottom sill from floor - 44 in.
- If below grade, a window well must be installed:
  - Minimum width - 3 ft.
  - Minimum area - 9 sq. ft.
  - Permanent ladder needed if window well is deeper than 44 in.
- Smoke detectors:
  - Installed in each bedroom and hallway adjoining a bedroom
  - Wired to main power supply
  - Installed in existing portions of the dwelling as required by current code
  - May be battery operated
- Minimum headroom - 7 ft.
- Beams and doorways - 6'8"
- Toilets:
  - Centered in a clear space that is at least 30 in. wide
  - Have at least 2 ft. of clear space in front
  - Needs to be 1.6-gallon flush
- New shower or shower/bath installs need to have an approved anti-scald valve
- Bathrooms must have ventilation
- Fiberglass insulation:
  - Protect from masonry or concrete walls with moisture barrier from floor to exterior grade
- Maintain clearances for furnace venting, etc.
- Maintain access for furnace, hot water heater, softener, water meter, or other equipment that needs maintenance or repair
- Electric panels:
  - Cannot be in closets
  - Must have at least 3 ft. of clear space in front of the panel
- Electrical information:
  - 1 outlet on each wall over 2 ft.
  - Maximum distance between outlets – 12 ft.
  - At least 1 fixture or switched outlet in bedrooms
  - Bedroom outlets need to be arc-fault protected

## QUESTIONS?

Shoreview Community Development Department  
651-490-4680 | shoreviewmn.gov

