

# FINISH A BASEMENT

CITY OF DUNDAS  
BUILDING INSPECTIONS DEPARTMENT  
DUNDAS CITY HALL  
216 RAILWAY STREET NORTH, PO BOX 70  
DUNDAS, MN 55019  
507-645-2852

## INFORMATION REQUIRED FOR A BUILDING PERMIT

1. Sign and complete building permit application form from the City Clerk.
2. Submit four sets of plans drawn and approved by an architect and/or engineer showing proposed layout and materials. Plans are to be drawn to scale and shall include the following information. **(No hand drawings/sketches accepted)**
  - A. A floor plan indicating the following:
    - 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 detector(s).
  - 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.

Attached are examples of drawings which are intended as **GUIDES ONLY!!**

## GENERAL BUILDING CODE REQUIREMENTS

1. Bottom plates of proposed walls shall be of approved treated wood.
2. Properly sized beams and headers must be used in structural bearing conditions. Specify intended sizes and such beams and headers on plans.
3. Open side(s) of stairways more than 30" above the floor shall be provided with a guardrail must be placed not less that 34" nor more than 38" above the nosing of the treads.
4. Enclosed usable space under stairs must be protected on the underside and sidewalls with 5/8" type "X" gypsum board.
5. Smoke detectors shall be installed in the home as per 310.9.1 of the Uniform Building Code.
6. Each 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.

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7. Foam plastic (rigid) insulation shall be protected on the interior by not less than ½" thick gypsum board.
8. Exposed fiberglass insulation must be covered on the interior by not less than a 4 mil thick flame retardant vapor barrier.
9. 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".
10. Each bathroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior.
11. The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedroom) is 7' 6". If the ceiling is furred down, a minimum of 7' is permitted in not more than 1/3 the area of the room. Hallways, bathrooms and toilet compartments may have ceiling height of not less than 7'.
12. Furnace rooms must be provided with outside combustion air.
13. Joints or fittings in gas piping may not be concealed within the wall or ceiling construction.
14. An anti-scald shower valve is required in bathroom shower.

**NOTE:** The above represent general code requirements relative to finish basement construction. For more specific code requirements, please contact the Building Inspection Department at 507-645-2852. **AN ELECTRICAL PERMIT NEEDS TO BE OBTAINED FROM THE STATE BOARD OF ELECTRICITY.**

## REQUIRED INSPECTIONS

1. **Framing/Insulation:** After all framing, insulation and ductwork are in place and the rough electrical and plumbing systems have been inspected.
2. **Final:** When work is complete and there is final approval of any electrical or plumbing work.

## GENERAL NOTES

1. The stamped, approved plans and survey shall be kept on the job site until the final inspection has been made. The Inspection Record Card shall remain posted in a prominent location in the construction area until the final inspection has been made.
2. A separate permit is required when installing electrical wiring. Please contact the State Board of Electricity at 651-642-0800 for information regarding electrical permits. For permit and inspection requirements, call:  
**Randy Edel (507) 334-3748** between 7:00-8:30 a.m.
3. Call 507-645-2852 between 8:00 a.m. and 4:30 p.m. to arrange for an inspection.

**PLEASE ALLOW 24 HOURS NOTICE FOR ALL INSPECTIONS!**