

- ❑ Any new concealed gas piping must be air tested at 25# for 12 hrs. No joints may be concealed. All water valves including the water meter must be accessible.
- ❑ Toilets shall have a clear floor space of 15" on each side of centerline including a 24" clearance at the front of the bowl. A 24" clearance must also be provided in front of the shower.
- ❑ Paneling material less than 1/4" thick must be applied over gypsum.
- ❑ The person doing the work authorized by a permit shall notify the Building Department that the work is ready for inspection.
- ❑ Work shall not be covered or concealed before inspection is made and the work is approved.

***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:***

Plumbing rough-in inspection before concealing – if applicable.

Heating rough-in inspection before concealing – if applicable

Electrical wiring rough-in inspection before framing inspection and before concealing. Contact Pat McMullen (612) 866-1979 or [mcmulleninspecting@gmail.com](mailto:mcmulleninspecting@gmail.com)

Framing inspection

Insulation and vapor barrier inspection

Final Plumbing, Heating, Electrical inspections – if applicable

Final occupancy inspection

# Basement Finish

## *City of South St. Paul*



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## **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.

### ***Common code issues that may or may not apply to your project:***

- Foam insulation must be entirely covered with an approved thermal barrier - typically a minimum of ½" sheetrock. Foam used to insulate rim joist areas is exempt.
- All wood in direct contact with concrete or masonry must be pressure treated or naturally resistant to decay. Fasteners for treated wood shall be of hot-dipped zinc-coated galvanized steel, stainless steel, silicon bronze or copper.
- All enclosed useable space under stairs must be entirely finished with a minimum of ½" sheetrock.
- All newly created habitable space must have a heat source, warm air supply and return register. Exempt are closets, bathrooms, and utility rooms.
- Each new bedroom shall include an egress window. The window cannot have a sill height greater than 44" from the finished floor. The openable area must be 5 sq ft at grade or 5.7 sq ft if greater than 44" above or below grade. The window must have a minimum openable width of 20" and a minimum openable height of 24". Egress window wells that are deeper than 44" require installation of a permanent ladder.
- Any bathroom must have an exhaust fan unless there is an openable window in the bathroom. The fan must be a minimum 50 cfm and be ducted to the exterior.

The duct must be insulated a minimum of 4' prior to exiting the rim joist. The exterior termination shall be 3' minimum from an openable window, door or fresh air supply. It shall be 10' minimum from a mechanical intake.

- Alteration of the mechanical room may require a combustion air duct. If space around the mechanical equipment is made smaller, the equipment could be starved of make-up air. Verify that a combustion air duct exists.
- A hardwired smoke detector with battery backup must be installed in all newly constructed areas. They must be placed in each sleeping room and hallway serving the sleeping room(s) and must be operational for final inspection. A carbon monoxide detector must also be installed with 10' of each bedroom.
- A code compliant handrail will be required for stairways and mounted at a height of 34"-38" above the tread nosings. The handrail must terminate (turn in) at the top and bottom of the stairs.
- Open sides of stairways more than 30" above the finished floor must be provided with a guardrail not less than 34" above the tread nosings. It must be designed such that a 4" sphere cannot pass through it.