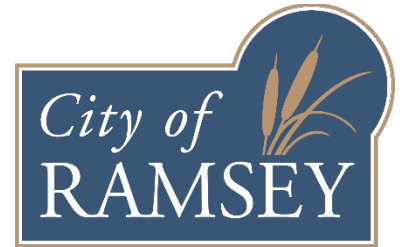


BASEMENT FINISH

7550 Sunwood Drive NW
Ramsey, Minnesota 55303
City Hall: 763-427-1410
Building and Inspections: 763-433-9850
Fax: 763-433-9848
www.cityoframsey.com/permits
permits@cityoframsev.com



This handout is a summary of some of requirements based on the State Minnesota Building Codes and City Zoning Code for projects of this type. The handout does not contain all of the specific codes for construction and should only be used as a guide. The permittee is responsible to meet all code requirements applicable to each project.

APPLICATION PROCESS

A building permit is required to finish all residential basements. The basement finish permit issued by the City will also cover plumbing and mechanical (HVAC) system modifications to existing or roughed-in systems. However, all under slab plumbing alterations requires a separate plumbing permit. Also, please note that any structural changes require header/beam calculations and/or possible engineered design. In all cases a separate electrical permit and electrical inspections will be required.

To apply for the basement finish building permit, please apply online: using the ePermits site: <https://epermits.logis.org/permits/default.aspx?city=ra> or www.cityoframsey.com/permits.

The ePermits site allows you to apply for the permit, make initial and final payments for the permit, and schedule inspections. When you apply for the basement finish permit online, you will pay a portion of the permit fee up front (\$20.00). After the \$20.00 fee is paid, please allow 10-15 minutes for ProjectDox to create a Project.

PLAN REVIEW

Once the Project is created, you will receive two email messages from ProjectDox, the first inviting you to your Project, and the second with a temporary password.

- The Project is for you to upload the plan to ProjectDox and submit it to the City for electronic review.
- The primary function of ProjectDox is to allow for online Plan Review. Once review is complete, you will be notified immediately as to what your next steps are; either Corrections Required, or the permit is ready for final payment and issuance.
- Remember, ProjectDox cannot accept fees, or schedule inspections, you will need to return to the ePermits site to make the final payment and schedule inspections.
- Even though all permitting is online, the City of Ramsey has staff available to help you through any part of the process, so please do not hesitate to contact the Building Division.

KEY CODE REQUIREMENTS

This section is not a full code analysis, but a summary of key items often missed on plan submittals.

Dwellings served by Private Septic Systems

- For dwellings served by private SSTS (subsurface sewage treatment systems) the septic system must be designed to support the total number of bedrooms in the dwelling. Plan submittals must show the total number of proposed bedrooms upon project completion. In addition, City Code Chapter 113 (h) (2) states, “An SSTS compliance inspection is required when altering an existing structure to add a bedroom.”

Foundation Insulation

- **For dwellings permitted before June 1, 2009:** If interior foundation insulation alterations are needed, please contact the Building Division. Insulation R-values, air barrier, and vapor retarder requirements are allowed to be altered.
- **For dwellings permitted after June 1st, 2009,** if adding additional interior foundation insulation is desired, the installation of an R-5 foil faced polyiso foam board is recommended. For adding R-Values greater than R-5, or a different type of interior foundation insulation, then please contact the Building Division.

Fireblocking

Examples of areas required to be fireblocked are:

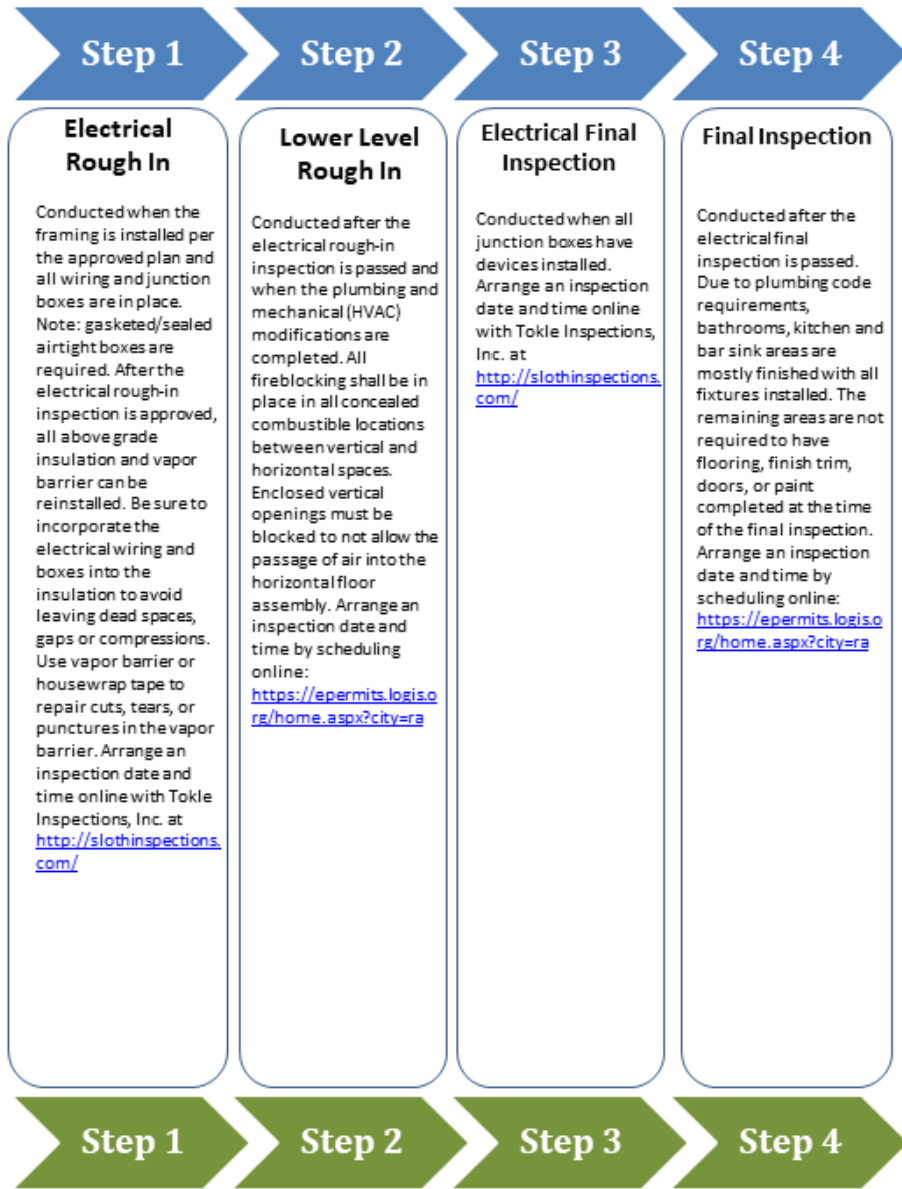
- Holes in the top plates at wires, pipes, water lines and ducts.
- Ceilings of enclosed dead spaces.
- Intersections of vertical walls and horizontal transitions at soffits or dropped ceilings.
- Gaps between the top of framed walls and foundations.
- Vertical wall sections must be fireblocked at 10 foot intervals.

Acceptable fire block materials are:

- Two inch nominal lumber or two layers of one inch nominal lumber with staggered seams.
- ¾” plywood or OSB.
- ½” gypsum board or ¼” cement board.
- Batts of mineral wool or fiberglass insulation packed securely in place.
- Approved foam or fire caulking.

INSPECTION INFORMATION

The following is the general order of inspections:



Below are quick links for scheduling purposes.

Building Inspections	https://epermits.logis.org/home.aspx?city=ra
Electrical Inspections	http://slothinspections.com/

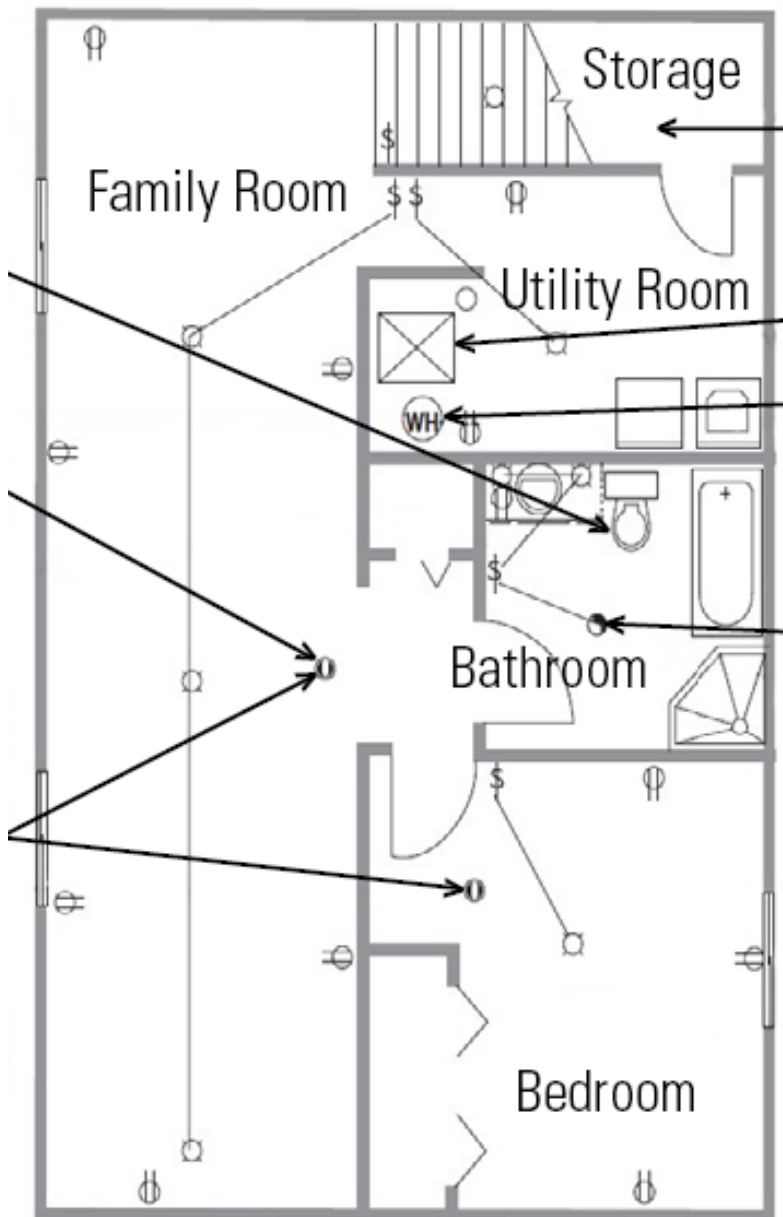
The example on the next page shows the detail required for plan submittal to the Building Division. The drawing submitted should be provided with enough detail to clearly show the extent of the basement finish. Hand drawn plans are acceptable but please be sure to include a scaled drawing with dimensions of all rooms. Using graph paper is beneficial to assist with establishing a scale. Be sure to label the use of each room.

Example of Detail Required for Basement Finish Plan Submittal

Provide a minimum clear width of 15 inches each way of the toilet center and a minimum of 24 inches clear floor space in front of the toilet.

Carbon Monoxide Alarms are required outside of bedrooms within 10 feet of the door. A combination smoke and carbon monoxide alarm is recommended

Smoke Alarms: Hardwired and interconnected alarms are required in each sleeping room and outside the room near the door. Install battery operated alarms in existing bedrooms and floors not equipped with smoke alarms.



Protect storage areas under stairways on the closed side with ½ inch gypsum board applied to all combustible material.

All mechanical equipment must remain installed per the manufacturer's installation instructions.

A bathroom fan is required unless there is an openable window. The bath fan duct must have insulation (R 3.3) and a vapor barrier 3 feet minimum inwards from the exterior wall line.

Supply and return air is required for all habitable rooms. Provide a supply only in bathrooms.