



DEPARTMENT OF
BUILDING SAFETY

CITY OF OTSEGO
13400 – 90th STREET NE / OTSEGO, MN 55330
(763) 441-2593 • (FAX) 441-9163
building@ci.otsego.mn.us

BASEMENT FINISH

1. Completed, signed building permit application form.
2. A copy of the floor plan highlighting the areas you are planning to finish. Plans shall include the following information:
 - A floor plan indicating:
 - Location of lower level or basement exterior walls
 - Location of all existing and proposed interior walls of lower level or basement
 - Name and size 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 existing or planned components, i.e., stairway, fireplace
 - Location of smoke detector(s)
 - Location of carbon monoxide detector(s)

General Building Code Requirements

1. Bottom plates of proposed walls shall be of approved pressure-treated lumber.
2. Properly sized beams and headers must be used in structural bearing conditions. Specify intended sizes of such beams and headers on plans.
3. Open side (s) of stairways or landings more than 30” above the floor shall be provided with a guardrail (36-38”) having intermediate rails spaced less than 4” apart.
4. Enclosed, usable space under stairs must be protected on the underside with min. ½” thick gypsum wallboard against combustible materials.
5. A smoke detector shall be installed in each bedroom and hall closest to the bedroom. These detectors shall be interconnected.
6. Carbon monoxide detectors shall be installed within 10’ of each sleeping room.
7. 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 inches.
 - A minimum net clear opening width dimension of 20 inches.
 - A finished sill height of not more than 44 inches above the floor.
8. Foam plastic (rigid) insulation shall be protected on the interior by not less than ½” thick gypsum board.
9. Fiberglass insulation must be covered on the interior by not less than a 4-mil thick fire-retardant vapor barrier.



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10. Each water closet stool shall be a 1.6-gallon flush volume and shall be located in a clear space not less than 30 inches in width and have a clear space in front of the water closet stool of not less than 24 inches.
11. Each bathroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior.
12. The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedrooms) is 7 feet 6 inches. If the ceiling is furred down, a minimum of 7 feet is permitted in not more than 2/3rds of the area of the room. Bathrooms are excluded from minimum ceiling height.
13. Furnace shall have an unobstructed working space of not less than 30” in front and shall be provided with outside combustion air. Furnaces may not be accessed through, or located in a bedroom.
14. Gas Piping: Compression or flared fittings are not approved in concealed spaces. Nail plates must be installed to protect all gas piping and plumbing work.
15. Heat supply and return registers shall be installed at each area to maintain a minimum room temperature of 68°F.
16. Dissimilar materials must not be attached directly to each other, i.e., PVC must not be glued to ABS waste and vent.
17. An approved anti-scald (thermostatic or pressure-balancing type) faucet must be installed in new shower or shower/bath installations.

NOTE: The above information outlines general Building Code requirements. The person applying for a permit is responsible for code compliance. Although the Building Inspectors will answer questions of a general nature, they cannot design or advise anything beyond code requirements. Questions regarding design and cost should be referred to a professional builder, contractor, architect or designer.

Required Inspections

1. Framing / Insulation / Plumbing / Mechanical Rough-In: To be made after all framing, insulation and ductwork are in place, the rough plumbing system is in place & electrical rough-in has passed.
 2. Final: To be made when work is complete after final approval of any electrical work.
-  Any electrical work requires a separate permit with the Minnesota Department of Labor and Industry’s Electrical Division. Their application and payment process are done online only. All electrical inspections will be performed by a local state electrical inspector.