



BUILDING INSPECTION DIVISION

7700 Market Boulevard, P.O. Box 147

Chanhassen, Minnesota 55317

Phone: 952-227-1180 | Fax: (952) 227-1190

BASEMENT FINISHES

- 1) Submit an on-line Building permit.
- 2) Upload a copy of your plans. Plans shall be drawn to scale and shall include the following:
 - Room Dimensions
 - Room purpose (bedroom, bath, etc.)
 - Bath layout
 - Door and window locations and sizes
 - Identify areas already finished or to be left unfinished
 - Identify existing walls and new walls
 - If applicable, location and type of fireplace or other appliances (identify if existing)
- 3) City approved plans and permit card must be available on the job site **at all times**.
- 4) Heating, plumbing and electrical permits are all separate permits and required if that work is being done. NOTE: the City of Chanhassen does not do Electrical permits. Apply for those at the State of Minnesota.
- 5) **Required inspections** - all may not apply:
 - Heating rough-in
 - Plumbing rough-in
 - Fireplace rough-in
 - Electrical rough-in
 - Framing, after above are complete
 - Insulation (may be done at frame inspection)
 - Plumbing final
 - Heating final
 - Electrical final
 - Fireplace final
 - Building final - after other finals complete

GENERAL CODE REQUIREMENTS

- 1) Basements and every sleeping room shall have at least one window with a sill height of not more than 44" above the floor and shall provide not less than 5.0 sq. ft. of openable area with no width less than 20" and no height less than 24". If a window well is necessary, please note the information and diagram on reverse side of this form.
- 2) Moisture-resistant materials are required in showers to a height of 70" above the drain. Cement, fiber – cement board or glass mat gypsum required in tub and shower areas.
- 3) Fireblock all soffits, dropped ceilings and concealed spaces ([click to view fire blocking and draft stopping handout](#)). Seal all electrical and plumbing penetrations in top plates and return air stud/joist spaces.
- 4) Smoke alarms are required **on all levels AND in every sleeping room including existing areas**. Smoke alarms shall be interconnected, hardwired and have battery backup. Smoke alarms in existing areas are not required to be interconnected and hardwired and may be solely battery operated when the alterations or repairs do not result in the removal of interior wall or ceiling finishes, unless there is a crawl space or basement available which would provide access for hardwiring and interconnection without the removal of interior finishes.
- 5) Carbon monoxide alarms **MUST** be installed outside but not more than 10 feet from each sleeping area or bedroom.
- 6) Exhaust fans are required in baths without openable windows.
- 7) Pressure treated bottom wall plates must be used.
- 8) When the area under the stairs is enclosed, 1/2" drywall is required on the ceiling and walls.
- 9) The minimum finished ceiling height is 7'-0", including hallways, bathrooms and under drop soffits.

- 10) Raised floor surfaces more than 30" above the floor below must have guards not less than 36" in height. Open sides of stairs with a total rise of more than 30" above the floor below must have guards not less than 34" in height measured vertically from the nosing of the treads. Required guards must have an intermediate rail pattern that will not allow a 4" sphere to pass.
- 11) Stairways: Minimum width 36", minimum headroom height 6' – 8", maximum riser height 7 3/4"- the greatest riser height shall not exceed the smallest by more than 3/8", minimum tread depth 10" (measured from nosing to nosing) – the greatest tread depth shall not exceed the smallest by more than 3/8". Stairways with more than 3 risers must have a handrail on one side. The handrail must be continuous and must be installed at a height of 34" – 38" above the tread nosings. The ends of the handrail must be returned or shall terminate in newel posts or safety terminals.
- 12) New HVAC duct-work must be properly sealed (listed UL 181 tape or sealant).

Please call 952-227-1180 if you have any questions.
