



Basement Finishing Information

CITY OF ROBBINSDALE

4100 Lakeview Ave North

Robbinsdale MN 55422

Phone; (763)531-1268 Fax; (763)531-1200

Website; www.robbsindalemn.com

Email; permits@ci.robbsindale.mn.us

1. **Permit Application:** Complete a Building Permit application form. Application forms are available at the Building Department and on our website at www.robbsindalemn.com.

2. **Building Plans** [two copies]: floor plan showing length and width of each floor and room dimensions, finished and unfinished areas, interior walls, beams, existing walls, walls being removed, plumbing and mechanical fixtures, and indicate on the floor plan how each area will be used, i.e; sleeping room, recreation room, utility room, etc.

3. **Description of Proposed Work:** provide a detailed written description of the construction work being done.

4. **Energy Information:** provide wall assembly design including proposed insulation and vapor barriers.

Fees: Fee schedule and information about fees is located on the back of the building permit application.

Licensing Requirements: All contractors must have a State or City license. If a homeowner is doing the work, an owner/occupant affidavit form must be submitted with the permit application. Homeowners doing their own work are exempt from the licensing requirement.

After a preliminary review of the permit application, additional information may be required, please allow 7 to 10 days for processing.

FRAMING

1. Base Plates on concrete shall be treated wood or durable species such as redwood or cedar.
2. Studs supporting floors shall be spaced not more than 16" on center, 2 x 4 studs not more than 10 feet in length and supporting ceiling and roof studs may be spaced 24" on center. Where studs are spaced 24" on center, framing above must be centered over studs.
3. When joists are parallel to rafters, rafters must be nailed to adjacent ceiling joists to form a continuous tie between exterior walls. Where not parallel, rafters shall be tied to 2 x 4 minimum cross ties. Rafter ties shall be spaced no more than 4 feet on center.
4. Header spans for openings in outside bearing walls on one story frame building with center bearing walls (assuming a maximum joist span of 14 feet) are:

2 – 2 x 4's –	3 ft. maximum (on edge)	
2 – 2 x 6's –	6ft. (w/Douglas Fir),	5 ft. maximum (w/Hem-Fir)
2 – 2 x 8's –	8 ft. (w/ Douglas Fir),	7 ft. maximum (w/Hem-Fir)
2 – 2 x 10's –	10 ft. (w/ Douglas Fir),	9 ft. maximum (w/Hem-Fir)
2 – 2 x 12's –	12 ft. (w/Douglas Fir),	11 ft. maximum (w/Hem- Fir)

LIGHT VENTILATION AND CELING HEIGHT

All habitable rooms shall have a window area equal to at least 8 % of floor area. At least one- half of the window must be openable. For the purpose of determining light and ventilation requirements any room may be considered as a portion of an adjoining room when one-half of the area of the common wall is open and unobstructed and provides an opening of not less than one –tenth of the floor area of the interior room or 25 square feet, whichever is greater. Required windows shall open directly onto a street, public alley, yard or court located on the same lot as the building. Minimum ceiling height is 7'-0".

CRAWL SPACES

Minimum depth between bottom of joist and ground shall be 18". Ground must be covered with an approved vapor barrier. Crawl spaces shall be ventilated either to basement or outside. An access with a minimum size of 18" x 24" is required. This access if left unobstructed may also serve as vent for areas up to 250 square feet. No foam plastic insulation is allowed in any crawl space.

SLEEPING ROOMS

Every sleeping room shall have at least one window meeting all the following requirements:

- A. Sill height not more than 44" above the floor.
- B. Not less than 5.7 square feet of openable area.
- C. Not less than 24" opening height.
- D. Not less than 20" opening wide.

INSULATION

Foam plastic insulation shall be covered with ½" gypsum board using mechanical devises unless covered with earth. Exposed foam plastic insulation is not allowed in any room, including crawl spaces and attics. A moisture barrier is required behind newly insulated foundation walls, extending to grade. Fiberglass insulation must be covered with 4 mill vapor barrier continuous. Uncovered vapor barriers must be have a flame spread rating of 200 or less.

PANELING

Any paneling less than ¼" in thickness must be applied over gypsum wallboard.

FIRE WARNING SYSTEM

When the valuation of the project exceeds \$1000 or when one or more sleeping rooms are added or created in existing homes, the entire building must be provided with smoke detectors on all levels and in all sleeping rooms. Detectors shall be mounted on the ceiling or wall at a point centrally located in the corridor or area leading to the sleeping rooms. Upper level detectors shall be placed at the center of the ceiling directly above the stairway. All detectors shall be located in accordance with approved manufacturer's instruction. Smoke detectors may be battery operated when installed in finished areas of existing buildings.

INSPECTIONS

Inspections required include, but are not limited to:

1. Framing – When all framing is complete, all mechanical, plumbing and electrical work is installed, but before insulating.
2. Insulation – When all wall insulation is in place and ceiling and wall vapor barriers are in place.
3. Fireplace – Masonry smoke chamber inspections are required before the placement of flues.
4. Final – When all work is complete and before occupancy. (Final electrical inspection must be completed prior to scheduling a project final).
5. **Electrical wiring** must be inspected and approved by a State Electrical Inspector [rough-in and final inspection]. To request an electrical inspection or to answer electrical questions call: Stephen Togle at 763-390-9255 between the hours of 7 am and 8:30 am, Monday thru Friday.

PLUMBING, HEATING AND ELECTRICAL WORK REQUIRE SEPARATE PERMITS AND INSPECTIONS.

TO SCHEDULE INSPECTIONS (OTHER THAN ELECTRICAL) CALL: (763) 531-1268

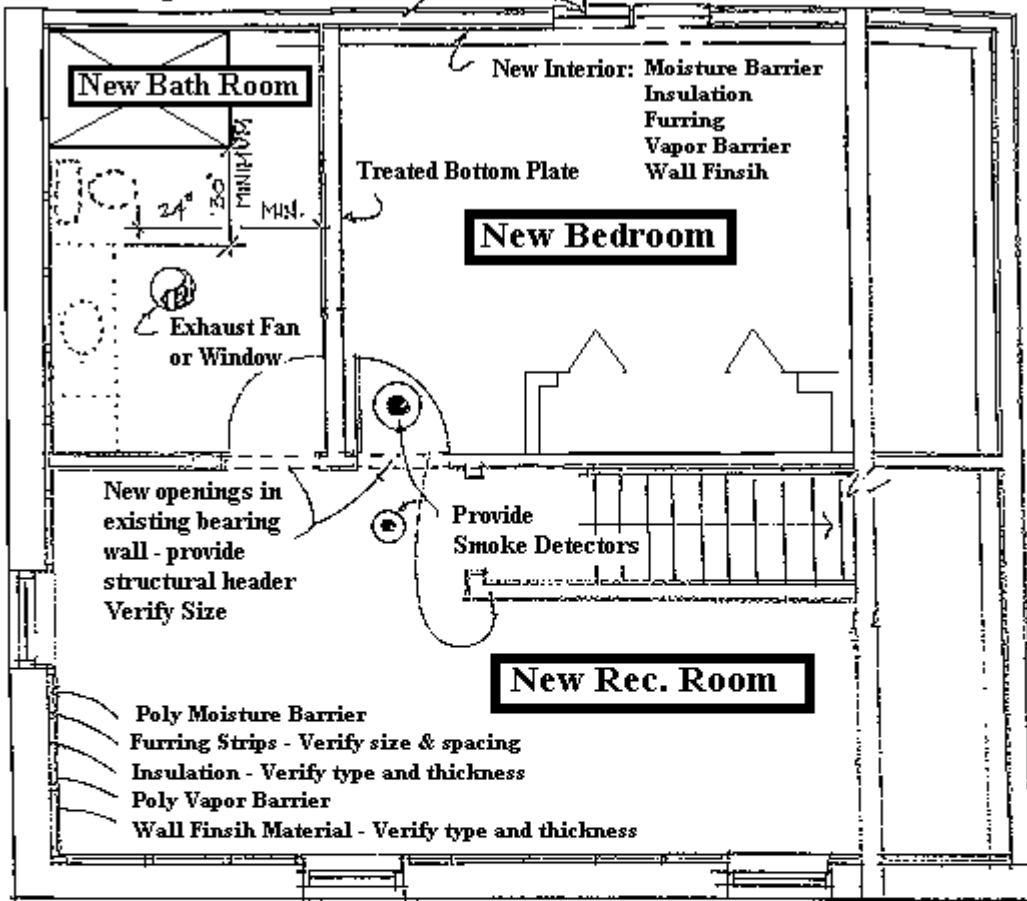
If you have any questions, please contact the Building Department at: 763-531-1268 between the hours of 8 am and 4:30 pm, Monday thru Friday.

This document was written as a guide to the most common questions and problems. It was not intended nor shall it be considered a complete set of requirements.

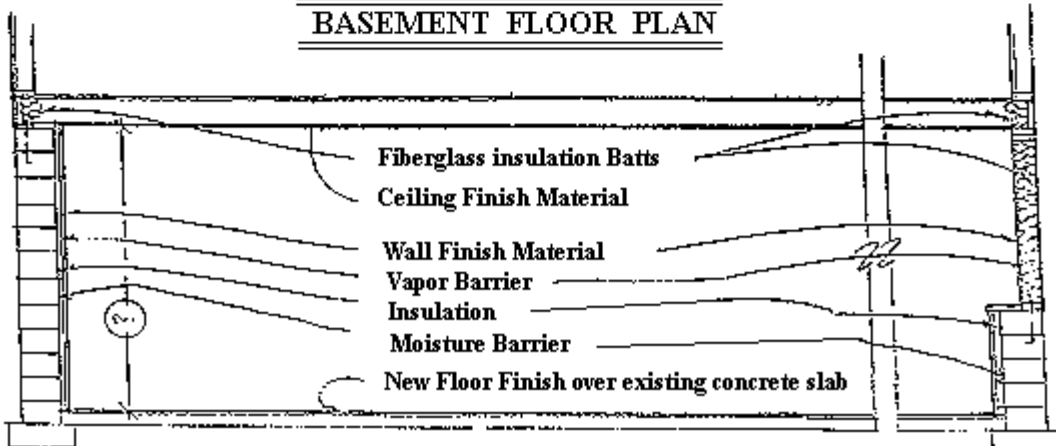
These requirements may change without notice.

Egress Window Required!

Existing Exterior Walls



BASEMENT FLOOR PLAN



CROSS SECTION 1/4" = 1'-0"

4/9/01