



Lower Level Finish

City of Prior Lake Requirements

4646 Dakota Street S.E.

Prior Lake, MN 55372 Phone: (952) 447-9850

A building permit is required for finishing off all or a part of the basement.

SUBMITTALS FOR PERMIT:

- Complete building permit application by including all the information required in the numbered spaces, date the application and sign it.
- One copy or an electronic version of building plans illustrating existing and work to be completed.
- **Separate permits are required for fireplaces and plumbing.**

To obtain an electrical permit visit www.doli.state.mn.us/CCLD/Electrical.asp To schedule an inspection contact Justin Doebbeling, State Electrical Inspector, at 612.643.1838.

SEVERAL INSPECTIONS ARE REQUIRED- MOST can be coordinated at framing and final.

** At framing the plumbing, heating and insulation inspections may also be performed.

FRAMING INSPECTION: during the inspection the inspectors will be checking the following items:

- Permit cards must be posted on the site and approved plan must be available.
- Decay resistant material must be used when framing is in contact with concrete (redwood, cedar, treated).
- Holes may not be located within two (2) inches of the top or bottom of the joist and may not exceed 1/3 the depth of the joist.
- Notches in the top or bottom of joists may not exceed 1/6 the depth of the joist.
- Notches in joists may not be located in the middle third of the span.
- Fire blocking must be installed at tops of wall plates, tops of concealed spaces, all interconnections between concealed vertical and horizontal spaces, such as soffits and drop ceilings.
- Landings must have a dimension measured in the direction of travel equal to the width of the stairway but not less than thirty-six (36") inches.
- Habitable rooms, kitchens, hallways, bathrooms, toilet compartments and basements shall have a ceiling height of not less than seven (7) feet. Beams and soffits spaced not less than 4' on center may not project more than 6" below the required ceiling height.
- Smoke detectors must be in all bedrooms and hallways leading to bedrooms, and on every level of the home per Minnesota State Residential Building Code Section R314.

Framing, cont.

- Carbon Monoxide detectors must be installed within 10' of all bedrooms per Minnesota State Residential Building Code Section R315.
- Escape or rescue windows from sleeping rooms must have a minimum net clear opening of not less than 5.7 square feet, a minimum net clear opening height dimension of not less than twenty-four (24) inches; a minimum net clear opening width dimension of not less than twenty (20) inches and a finished sill height not more than forty-four (44) inches above the floor. (See Egress Window Handout).
- Windows having a glazed area in excess of nine (9) square feet where the lowest edge is less than eighteen (18) inches above a walking surface, must be of "Approved" safety glazing. Windows located around a tub must be "Approved" safety glazing as well.
- All habitable rooms: including living rooms, bedrooms, dens, dining rooms, family rooms, etc. but not including bathrooms, laundry rooms, storage rooms or utility rooms, shall have natural light by exterior windows, to be not less than 8% of the floor area, or by artificial means of illumination of 6 foot candles or more.
- Habitable rooms shall have ventilation open to the exterior of no less than 5% of the floor area unless approved mechanical ventilation is provided.

PLUMBING INSPECTION a separate permit is required

- A homeowner may do their own work or hire a City registered Master Plumber to do the work.
- All water piping shall be soldered with an approved lead-free solder.
- Only three plumbing fixtures may be water piped from a 1/2-inch line.
- All plumbing fixtures are required to be properly vented to the atmosphere.
- Solvent welding (glue) ABS pipe (black) and PVC pipe (white) together is prohibited. A mechanical connector may be used.
- A floor drain must not be used for a shower drain unless vented.
- Accesses for bathtubs must be in place.
- Anti-scald valves are required in all shower installations.

INSULATION

- All insulation shall be covered with a minimum 4 mil poly vapor barrier.
- Vapor barriers must be installed behind bathtubs and showers from ceiling to floor on exterior walls.
- Block walls are required to be covered with a minimum four (4) mil poly vapor barrier to grade level.

FIREPLACE INSPECTION – a separate permit is required

- Manufacturer's installation manual must be attached to each factory-built fireplace.
- Masonry chimney passageways having two (2) or more flues must be separated by masonry not less than four (4) inches thick, bounded into the masonry wall of the chimney. Combustible materials must not be placed within two (2) inches of the fireplace, smoke chamber, or chimney walls.
- Combustible material must not be placed within six (6) inches of the fireplace opening.

MECHANICAL INSPECTION – included with the lower level permit application.

- All rooms that have an exterior wall are required to be provided with adequate heat.
- All habitable rooms must be provided with adequate return air.
- Bath exhaust fans are required to be ducted to the outside with not less than three (3) feet from the outside opening being insulated.
- Seal all return air ducts in the furnace room.

WALLBOARD REQUIREMENTS

- Water resistant sheetrock (green) cannot be placed over a vapor barrier or on ceilings.
- Three (3) fasteners are required in the field and one (1) on the top and bottom splice on a horizontal wall board application.
- Enclosed accessible space under stairs shall have walls, under stair surface, and any soffits protected on the enclosed side with ½" gypsum board.

FINAL INSPECTION

- Permit cards must be posted on the job site.
- Plumbing, mechanical, and electrical work must be completed, inspected, and approved before the final building inspection.
- The top of handrails must not be less than thirty-four (34) inches nor more than 38 inches above the nosing of the treads.
- Handrails must be continuous the full length of the stairs, having ends which are returned to the wall.
- Handles to open windows must be tightened and in place.
- All construction projects are unique. These are some general building requirements for informational purposes only. Your permit may have other building codes that could apply. Please consult the Inspection Department if you have any questions.



RESIDENTIAL BUILDING PERMIT APPLICATION

City of Prior Lake | Building Inspections
 4646 Dakota Street SE
 Office: 952.447.9850 | permits@cityofpriorlake.com

Date:	Permit #
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SITE INFORMATION

Site Address	Lot	Block	Parcel ID
Owner	Subdivision		Zoning
Address			Phone

APPLICANT/CONTRACTOR INFORMATION Work being completed by property owner must be owner occupied

Applicant/Company Name	License No
Address	Email
City	State Zip
Contact Person	Phone

PERMIT DETAILS – call Gopher State One before you dig 811

Work Description:

TYPE OF WORK: New Alteration Addition Repair Replacement

<input type="checkbox"/> Single Family Detached	<input type="checkbox"/> Deck	<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Windows & Doors
<input type="checkbox"/> Single Family Attached	<input type="checkbox"/> Egress Window	<input type="checkbox"/> Re-Side	<input type="checkbox"/> Fence (exceeds 6')
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Garage	<input type="checkbox"/> Misc.	<input type="checkbox"/> Pre-1978 Homes EPA Lead safe (RRP) Certification required
<input type="checkbox"/> Lower Level Finish	<input type="checkbox"/> Porch	<input type="checkbox"/> Other	

Estimated Value of Work (Include labor)	\$	<input type="checkbox"/> Builders Deposit	\$2,500	Permit Fee	\$
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PROVIDE THE FOLLOWING (AS REQUIRED FOR PERMIT) Upload Online Attachments on BSA or PDF in an email

<input type="checkbox"/> Building Plans	<input type="checkbox"/> Tree Preservation Agreement	<input type="checkbox"/> Braced Wall Panel locations
<input type="checkbox"/> Certificate of Survey	<input type="checkbox"/> Truss Specifications	<input type="checkbox"/> Energy Compliance Certificate & Data
<input type="checkbox"/> Single Family Worksheet	<input type="checkbox"/> Erosion or Sediment Control Plan	<input type="checkbox"/> Heating and Cooling Calculations

SUBCONTRACTOR INFORMATION – (SEPARATE PERMITS ARE REQUIRED)

I hereby certify that the information contained herein is correct and agree to do the proposed work in accordance to provisions of the ordinances of the City of Prior Lake and State Building codes. I further agree that any plans and specifications submitted herein shall become part of this permit application. This permit will expire in six (6) months from the date of issue if a passing final inspection is not obtained.
 I further understand, this application, its materials, and final approved plans will be available electronically and publicly viewable on bsaonline.com.

Signature of Applicant	Date
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Printed Name of Applicant

A Certificate of Occupancy is required prior to occupancy or use of the structure. It will be issued upon completion of a satisfactory final inspection approved by the Building Department.