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Basement Finish Permit



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

Application Process

A building permit is required to finish all residential basements. Please note that any structural changes require header/beam calculations and/or possible engineered design. Separate permits for electrical, mechanical, and plumbing may 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, and schedule inspections. When you apply for the basement finish permit online, you will pay a portion of the permit fee (\$20.00) up front. 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 the review is complete, you will be notified immediately of your next steps: 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 overlooked in plan submittals.

Dwellings served by Private Septic Systems

- For dwellings served by private subsurface sewage treatment systems (SSTS), 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 may be altered.
- For dwellings permitted after June 1, 2009, if additional interior foundation insulation is desired, installing 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, 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 fireblock materials are:

- Two-inch nominal lumber or two layers of one-inch nominal lumber with staggered seams.
- $\frac{3}{4}$ " plywood or OSB.
- $\frac{1}{2}$ " gypsum board or $\frac{1}{4}$ " cement board.
- Batts of mineral wool or fiberglass insulation, which are packed securely in place.
- Approved foam or fire caulking.

Inspection Information

The following is the general order of inspections:

STEP 1—Electrical Rough In

Conducted when the framing is installed per the approved plan, and all wiring and junction boxes are in place. Note: gasketed/sealed air-tight boxes are required. After the electrical rough-in inspection is approved, all above-grade insulation and vapor barrier can be reinstalled. Be sure to incorporate the electrical wiring and boxes into the insulation to avoid leaving dead spaces, gaps or compressions. Use vapor barrier or house wrap tape to repair cuts, tears, or punctures in the vapor barrier. Arrange an inspection date and time online with Togle Inspections, Inc at <https://northerninspect.com>.

STEP 2—Lower Level Rough In

Conducted after the electrical rough-in inspection is passed and when the plumbing and mechanical (HVAC) modifications are completed. All fire blocking should be in place in all concealed combustible locations between vertical and horizontal spaces. Enclosed vertical openings must be blocked to not allow the passage of air into the horizontal floor assembly. Arrange an inspection date and time by scheduling online at <https://epermits.logis.org/home.aspx?city=ra>.

STEP 3—Electrical Final Inspection

Conducted when all junction boxes have devices installed. Arrange an inspection date and time online with Togle Inspection, Inc. at <https://northerninspect.com>.

STEP 4—Final Inspection

Conducted after the electrical final inspection is passed. Due to plumbing code requirements, bathrooms, kitchens, and bar sink areas are mostly finished with all fixtures installed. The remaining areas are not required to have flooring, finish trim, doors, or paint completed at the time of the final inspection. Arrange an inspection date and time by scheduling online at <https://epermits.logis.org/home.aspx?city=ra>.

Below are quick links for scheduling purposes.

Building Inspections <https://epermits.logis.org/home.aspx?city=ra>

Electrical Inspections <https://northerninspect.com>

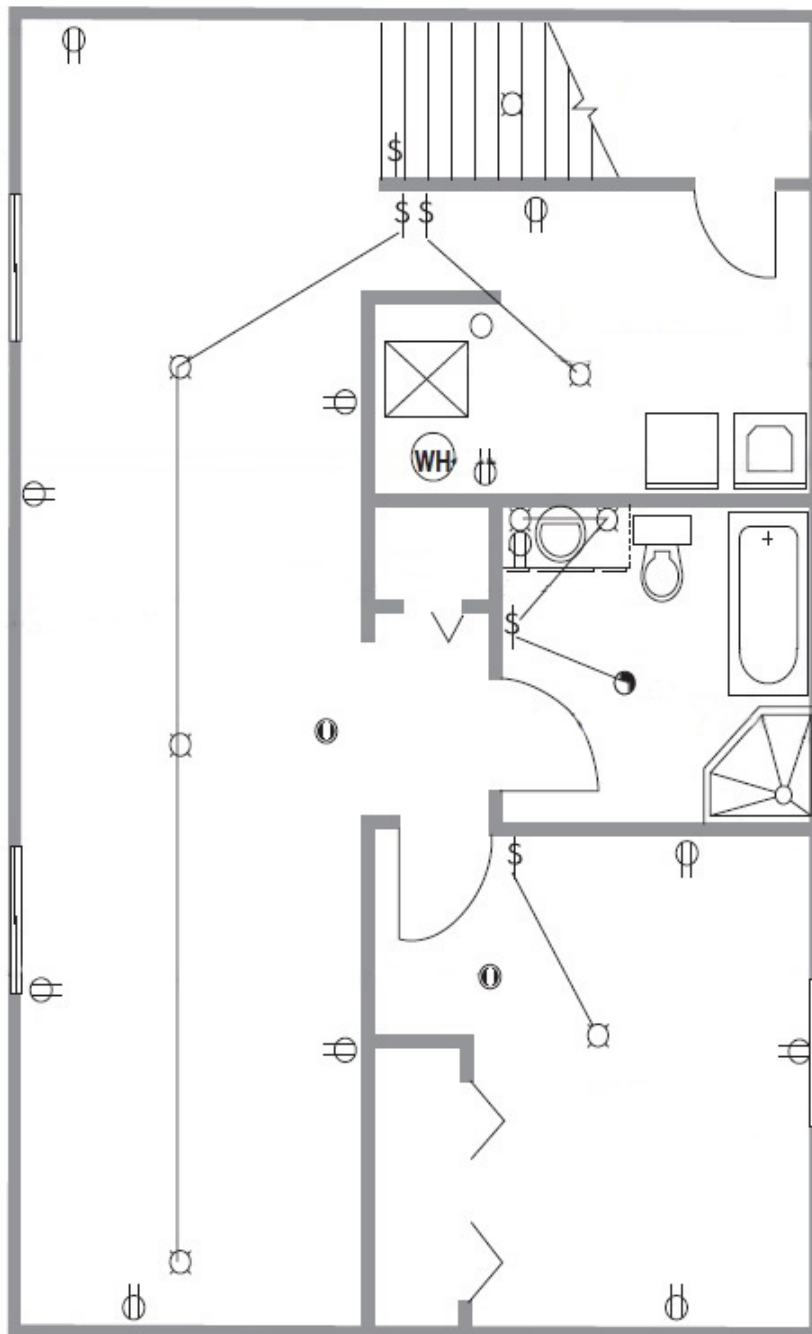
The example on the next page shows the details required for plan submittal to the Building Division. The submitted drawing should include sufficient detail to clearly show the extent of the basement finish. Hand-drawn plans are acceptable, but please include a scaled drawing with dimensions for all rooms. Using graph paper is beneficial for 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 on each side of the toilet center, and a minimum of 24 inches of 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 a window that can be opened. 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.