



# BASEMENT

## Permit Application

Office Use Only

Notes:  Scan

**Permit Total:**  
\$ \_\_\_\_\_

### City of Elk River

Building Safety Division

13065 Orono Parkway NW • Elk River, MN 55330

763.635.1060 • E-mail: [Building@ElkRiverMN.gov](mailto:Building@ElkRiverMN.gov)

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **PID #** \_\_\_\_\_

Property Type:  Single Family  Multi-family  Twin home

Construction Type:  New  Addition  Remodel  Repair  Alteration  Other \_\_\_\_\_

The Applicant Is:  Owner  Contractor  Other \_\_\_\_\_

### Property Owner:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### Contractor:

Business Name \_\_\_\_\_ License/Bond \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### Payment Options:

Call me for credit card payment (If different than above, please note: Phone: \_\_\_\_\_)

Send Check (Please make checks payable to the City of Elk River)

Pay in person via Credit Card, Check, or Cash

### Receipt of Permit Options:

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Pick up in person (All permits with plans needs to be picked up)

**• PLEASE COMPLETE OTHER SIDE OF APPLICATION •**

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Hard Card  or Soft Card  - Soft card reference permit # \_\_\_\_\_

Called  or L/M  Date: \_\_\_\_\_ Int. \_\_\_\_\_

Last Modified 04/2018

**Detailed description of work:**

\* Please note: Separate permits are required for electrical, plumbing, and/or mechanical work.

**Total Job Valuation \$** \_\_\_\_\_

----- **This is an application for a permit – It is not valid until processed** -----

I hereby apply for a Building Permit, and I acknowledge that the information above is complete and accurate. I understand this is not a permit and work is not to start without a permit.

I understand and hereby agree that the work for which the permit issued shall be performed according to; (1) the conditions of the permit; (2) the approved plans and specifications; (3) the applicable city approvals, ordinances, and codes; and, (4) the state building/mechanical codes and regulations.

I understand that the permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days any time after work has commenced; and, that I am responsible for ensuring that all required inspections are requested in conformance with the state building code.

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<b>Signature of Contractor/Responsible Party</b>	<b>Print Name</b>	<b>Date</b>
<b>Signature of Property Owner</b>	<b>Print Name</b>	<b>Date</b>

# BASEMENT FINISH

This handout is written only as a guide; it is not intended, nor shall it be considered a complete set of requirements.

## Required Permits:

1. A building permit to complete the structural work
2. Electrical permit
3. Plumbing permit if plumbing work is performed
4. HVAC permit if heating work is performed.

**Plan Requirements:** Two copies of plans indicating use and dimensions of each room, locations of exterior and interior walls, doors and windows, smoke detectors, and furnace and water heaters.

## General Code Requirements:

1. Bottom plates of proposed walls shall be treated.
2. Enclosed closets under stairs must be entirely finished with gypsum board.
3. A smoke detector must be installed on each level of the home. If there are bedrooms, the smoke detectors shall also be installed in the bedrooms. CO detectors are required within ten feet of all sleeping areas.
4. Each bedroom shall be provided with an escape window having:
  - a minimum net clear openable area of 5.7 sq. ft.
  - a minimum net clear opening height dimension of 24"
  - a minimum net clear opening width dimension of 20"
  - a finished sill height of not more than 44"
5. Each water closet may not have a flush volume of more than 1.6 gallons and shall be located in a clear space not less than 30" in width and have a clear space in front of the water closet of not less than 24".
6. Dissimilar materials must not be attached directly to each other, i.e., PVC must not be glued to ABS waste and vent.
7. An approved anti-scald (thermostatic or pressure-balancing type) faucet must be installed in new shower or shower/bath installations.
8. Each bathroom shall be provided with an openable window or powered exhaust fan venting to the outside.
9. Furnace and water heaters 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.
10. No concealed flared or union gas fittings are allowed.
11. An equal number of return air and supply air shall be attained.
12. Building framing cavities shall not be used as ducts or plenums.
13. All supplies and returns shall originate from the main trunk line.



# BASEMENT PLUMBING

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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# BASEMENT MECHANICAL

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Last Modified 01/2018

