



DEPARTMENT OF
BUILDING SAFETY

CITY OF OTSEGO
13400 – 90th STREET NE / OTSEGO, MN 55330
(763) 441-2593 • (FAX) 441-9163
building@ci.otsego.mn.us

BASEMENT FINISH

1. Completed, signed building permit application form.
2. Two (2) copies of floor plans showing proposed layout and materials. Plans shall be drawn to scale and shall include the following information:
 - A floor plan indicating:
 - Location of lower level or basement exterior walls
 - Location of all existing and proposed interior walls of lower level or basement
 - Name of each existing and proposed room
 - Location and sizes of windows and doors
 - Location of lower level or basement exterior walls
 - Wall construction materials
 - Location of existing or proposed plumbing fixtures; furnace and water heater
 - Location of stairway, fireplaces, etc...
 - Location of smoke detector (s)
 - Location of carbon monoxide detector(s)
 - A cross section plan indicating
 - Proposed finished ceiling height
 - Wall, floor and ceiling finish materials
 - Existing and proposed insulation and vapor barrier

General Building Code Requirements

1. Bottom plates of proposed walls shall be of approved treated wood.
2. Properly sized beams and headers must be used in structural bearing conditions. Specify intended sizes of such beams and headers on plans.
3. Open side (s) of stairways more than 30” above the floor shall be provided with a handrail having intermediate rails spaced less than 4” apart.
4. Enclosed usable space under stairs must be protected on the underside with ½” thick gypsum wallboard.
5. A smoke detector shall be installed in all bedrooms and hall closest to the bedroom. These detectors shall be interconnected.
6. Carbon monoxide detectors shall be installed within 10’ of each sleeping room.
7. Each bedroom shall be provided with an escape or rescue window having:
 - A minimum net clear openable area of not less than 5.7 square feet.
 - A minimum net clear opening height dimension of 24 inches.
 - A minimum net clear opening width dimension of 20 inches.
 - A finished sill height of not more than 44 inches above the floor.



DEPARTMENT OF
BUILDING SAFETY

CITY OF OTSEGO
13400 – 90th STREET NE / OTSEGO, MN 55330
(763) 441-2593 • (FAX) 441-9163
building@ci.otsego.mn.us

8. Foam plastic (rigid) insulation shall be protected on the interior by not less than ½” thick gypsum board.
9. Fiberglass insulation must be covered on the interior by not less than a 4-mil thick fire retardant vapor barrier.
10. Each water closet stool shall be a 1.6 gallon flush volume and shall be located in a clear space not less than 30 inches in width and have a clear space in front of the water closet stool of not less than 24 inches.
11. Each bathroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior.
12. The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedrooms) is 7 feet 6 inches. If the ceiling is furred down, a minimum of 7 feet is permitted in not more than 2/3rds of the area of the room. Bathrooms are excluded from minimum ceiling height.
13. Furnace 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.
14. Gas Piping: Compression or flared fittings are not approved in concealed spaces. Nail plates must be installed to protect all gas piping and plumbing work.
15. An equal number of return air and supply air shall be attained.
16. Dissimilar materials must not be attached directly to each other, i.e., PVC must not be glued to ABS waste and vent.
17. An approved anti-scaled (thermostatic or pressure-balancing type) faucet must be installed in new shower or shower/bath installations.

NOTE: The above information outlines general Building Code requirements. The person applying for a permit is responsible for code compliance. Although the Building Inspectors will answer questions of a general nature, they cannot design or advise anything beyond code requirements. Questions regarding design and cost should be referred to a professional builder, contractor, architect or designer.

Required Inspections

1. Framing / Insulation / Plumbing / Mechanical Rough-In: To be made after all framing, insulation and ductwork are in place and the rough plumbing system is in place.
2. Final: To be made when work is complete after final approval of any electrical work.
 - Any electrical work will require a separate permit as it is done through the Minnesota Department of Labor and Industry’s Electrical Division. There are permit applications available here at City Hall in the Dept. of Bldg. Safety. These applications are to be filled out by the person doing the work and mailed into D.O.L.I. with applicable fees. All electrical inspections will be performed by a local state electrical inspector.