



City of Brooklyn Center

Building & Community Standards

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[www.cityofbrooklyncenter.org](http://www.cityofbrooklyncenter.org)

# Basement Finish

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## To obtain a building permit for a basement finish, submit the following:

- ▶ Completed building permit application (signed by the applicant).
- ▶ The Permit Fee is due at the time the permit is issued.
- ▶ Three copies of building plans showing proposed layout and materials.
- ▶ Floor plan to include:
  - Location of basement exterior walls.
  - Location of all existing and proposed interior walls.
  - Name of each existing and proposed room.
  - Location and sizes of windows and doors.
  - Wall construction materials.
  - Location of existing or proposed plumbing fixtures, furnace and water heater, etc.
  - Location of stairway, fireplace, etc.
  - Location of smoke detectors.
- ▶ Cross section plan to include:
  - Proposed finished ceiling height.
  - Wall, floor and ceiling materials.

### **Egress Window Requirements (IRC Section R310.1)**

Basements with habitable space (including family rooms) and ***every*** sleeping room shall have at least one openable emergency escape and rescue window. See Egress/Escape Window handout.

This information is a guide to the most common questions. It is not intended, nor shall it be considered, a complete set of requirements. Separate permits are required for building, plumbing, mechanical and electric.  
See other side for further information.

**Electrical Outlets**

Required every 12' along walls and 6' from door openings.

Construct all walls on **treated or redwood plates**. Hem-fir or Doug-fir plates not allowed.

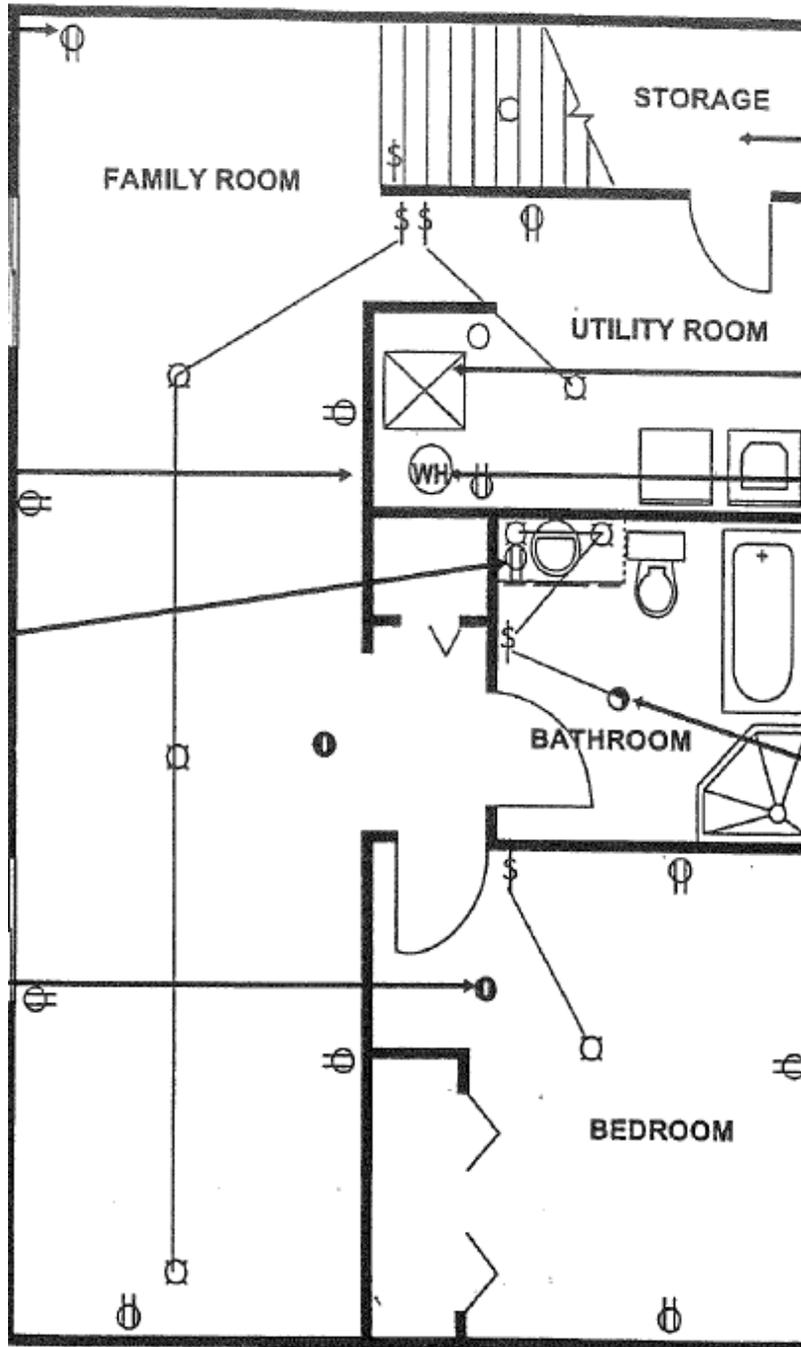
**GFI outlet** required in bathrooms and bedrooms and for mechanical equipment.

**Smoke detectors:** Hardwired detectors in new basement finish and all bedrooms. Install battery-operated detectors in existing bedrooms and floors not equipped with smoke detectors. One in every sleeping room. One outside and in the immediate vicinity of every sleeping room. One per floor level.

Minimum **ceiling height** is 7 ft. Beams & girders spaced not less than 4 ft. on center may project not more than 6" below the required ceiling height.

Gas-fired furnace or water heater cannot be located in a bedroom, bathroom or closet.

Creation of a full kitchen in the basement of a single family home must be reviewed for conformance with zoning regulations.



All stairs shall be provided with illumination.

**Protect storage** under stairs on enclosed side with 1/2" gypsum board.

**Provide combustion** air to furnace and clear 30" working space in front of furnace or as per manufacturer required.

A **water heater** must be able to be removed with the furnace intact. Hard surface behind tab on outside wall.

A **bathroom fan** is required unless there is an operable window. Insulate the fan duct a minimum of 3' from the outside of the house rim.

Each **water closet** 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 a not less than 24".

**Show window sizes.** Egress window required in each bedroom. Egress size: 5.7 sq. ft. of openable area with 20" min. width and 24" min. height. Still no more than 44" above floor.

Prior to framing inspection, rough-in inspection must be completed on any plumbing, heating, and electrical alterations or additions. Draft stopping will be inspected during insulation inspections

**Note: Joints in gas piping may not be concealed within the wall or ceiling construction. Verify with Building Department prior to commencing work.**

**Electrical boxes/panels are NOT allowed in bathrooms or closets.**

Label uses of each room (ex: bedroom, laundry) include room size.