



1670 Stieger Lake Lane
PO Box 36
Victoria, MN 55386
P - 952-443-4210
F - 952-443-2110
www.ci.victoria.mn.us

Building Inspections Department Basement Finish

SUBMIT PERMITS TO: bldgpermits@ci.victoria.mn.us

SUBMITTALS FOR PERMIT

- Signed and completed Building Permit application form.
- Submit an electronic copy of plans showing proposed layout and materials. Plans shall be drawn to scale and shall include the following information:
 1. **A floor plan indicating:**
 - a) Location of all existing and proposed walls of lower level or basement.
 - b) Name of each existing and proposed room.
 - c) Location and sizes of windows and doors.
 - d) Location of existing or proposed plumbing fixtures.
 - e) Location of stairway, and fireplaces, etc.
 - f) Location of smoke alarms/CO alarms.

GENERAL BUILDING CODE REQUIREMENTS: For more specific code requirements, please contact the Building Inspection Department at (952) 443-4210.

- Properly sized beams and headers must be used in structural bearing conditions. Specify intended size of such beams and headers on plans.
- Enclosed usable space under stairs must be protected on the underside and sidewalls with 1/2-inch gypsum board.
- Smoke detectors shall be installed in every sleeping room, in the area outside of the sleeping rooms and on every level.
- Each sleeping room shall be provided with an escape and rescue opening having:
 1. A minimum clear opening of not less than 5.7 square feet.
 2. A minimum clear opening height of 24 inches.
 3. A minimum clear opening width of 20 inches.
 4. A finished sill height of not more than 44 inches above the floor.
- Each water closet stool shall be located in a clear space not less than 15 inches on each side for a total of 30 inches in width and have a clear space in front of the water closet of not less than 24 inches.
- Each bathroom shall be provided with an openable window or an exhaust fan that vents to the exterior and is insulated 3 feet in from the exterior wall.
- Furnace rooms may need to be provided with outside combustion/make-up air.
- All plumbing and heating components shall be listed and approved.

REQUIRED INSPECTIONS

Framing / Insulation

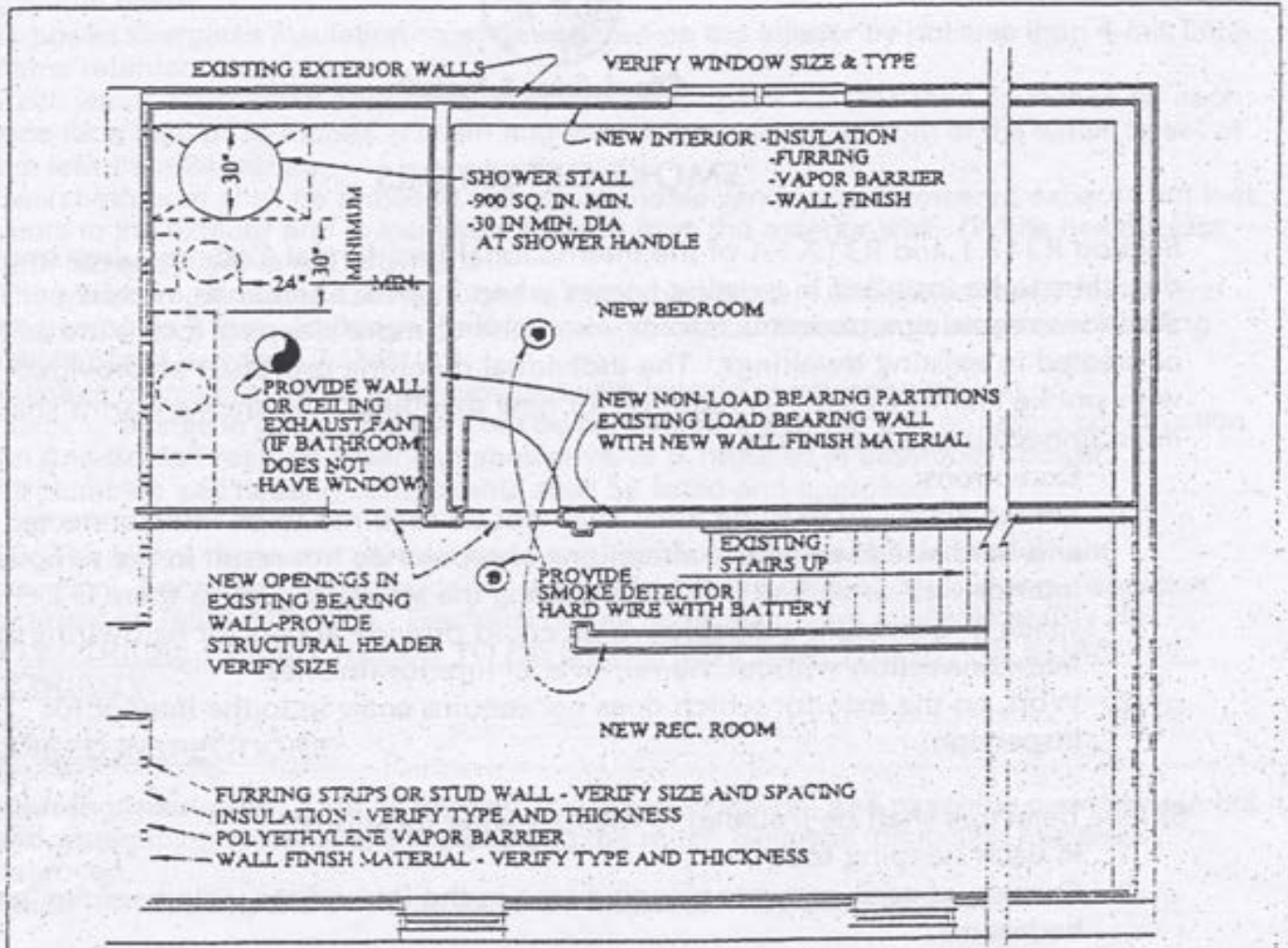
After all framing, insulation, ductwork and plumbing drain/waste/vent and water piping systems are in place and the rough electrical inspection has been approved

Final

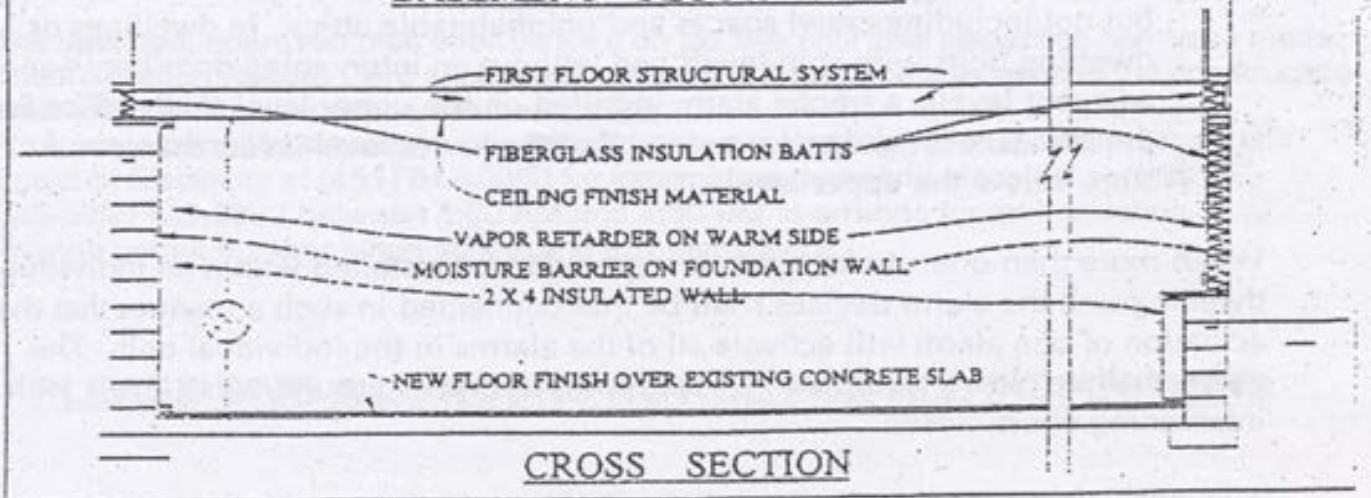
When complete and final electrical inspection has been approved.

GENERAL NOTES

- The stamped, approved plan shall be kept on job site until final inspection has been made. The Inspection Record Card shall remain posted in a prominent location in the construction area until the final inspection has been made.
- A separate permit is required when installing electrical wiring. Electrical permits are obtained through the State Electrical Inspector. He can be reached between the hours of 7:00 a.m. to 8:30 a.m., M-F. (952) 448-3356.
- **Call (952) 443-4210 between 8:00 AM and 4:30 PM** to arrange for an inspection. Provide the address and/or permit number when scheduling any inspections.
- PLEASE GIVE A 24-HOUR NOTICE WHEN SCHEDULING INSPECTIONS.



BASEMENT FLOOR PLAN



CROSS SECTION