

- This handout is written only as a guide—it is not intended to nor shall it be considered a complete set of requirements. Additional information is available on the [City's website \(ighmn.gov\)](http://www.ighmn.gov).
- The current Minnesota State Building Code is available on the [Department of Labor and Industry's website \(dli.mn.gov\)](http://www.dli.mn.gov).
- **CALL BEFORE YOU DIG.** Contact Gopher State One Call at 651-454-0002 or [www.gopherstateonecall.org](http://www.gopherstateonecall.org) 48 hours before you intend to dig to protect against underground utility damage.

### PERMITS

A building permit is required when constructing, moving, and/or altering a wall; installing a wall surface on existing exposed studs; or installing a ceiling surface.

Mechanical/ductwork, plumbing, and electrical\* work require separate permits.

\*Electrical work shall be conducted by the homeowner or a licensed & bonded electrical contractor; electrical permits must be obtained from the State: <https://www.dli.mn.gov/business/get-licenses-and-permits/permits>

### APPLICATION SUBMITTALS

- Application must be submitted through the permit portal: <https://cv.ighmn.gov/cityviewportal>.
- Permit fees are payable after the application is reviewed & approved.

### SUBMITTAL REQUIREMENTS

1. Building Permit Form <https://www.ighmn.gov/1244/Building-Permits-Inspections>
2. Floor plan (drawn to scale) with the following details:
  - a. Each room labeled
  - b. Location and dimensions of all existing and proposed walls
  - c. Proposed finished ceiling height
  - d. Location and dimensions of all existing and proposed windows and doors
  - e. Location and dimensions of all existing and proposed beams/headers and posts/supports\*
  - f. Location of plumbing fixtures and dimensions of any tubs, showers and/or vanities
  - g. Location of stairway, fireplaces, smoke detectors, and carbon monoxide detectors
  - h. Location of electrical panel; notate its location if not in the work area

\*Plan Reviewer may determine Structural Engineering is required.

3. Homeowners applying for permits must submit an Affidavit and Waiver of Property Owner form: <https://www.ighmn.gov/1244/Building-Permits-Inspections>

### INSPECTIONS

Standard inspections for this permit type, which must be completed & approved in the order listed; requirements may vary depending on scope of work.

**Note:** The stamped, approved plan(s) and permit card(s) must remain onsite until the final Building inspection is completed.

1. Electrical Rough-In
  - All electrical inspections are conducted by the State inspector.
  - Except for the final connections to switches, receptacles & lighting fixtures, all ground wires and other wires in boxes must be spliced and pigtailed.
2. Framing, Insulation, Mechanical Rough-In & Plumbing Rough-in
  - Framing, insulation, ductwork & plumbing systems must be installed but not covered.
3. Electrical Final
4. Building, Mechanical & Plumbing Finals

### CODE REQUIREMENTS TO NOTE

- When adding a bedroom to a home with a septic system, a compliance inspection from an MPCA licensed septic inspector is **required** to determine if the current system can accommodate\*.
  - \*System upgrade may be required.
- Fireblocking shall be provided from wall cavities to soffits and drop ceilings.
  - Soffits and walls shall be blocked every 10 feet horizontal.
  - Penetrations from walls to ceilings shall be sealed (i.e., ducts, plumbing pipes, and wires).
  - Fiberglass insulation may be used as fireblocking.
- Every sleeping room shall be provided with an escape or code compliant egress 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.
    - \*\*Using both minimum figures will not obtain the required 5.7 square feet; see *Windows, Egress Windows and Doors Handout* for more information.
- Smoke detectors must be located in each bedroom, and carbon monoxide detectors must be located within 10 feet of each bedroom and in any room that contains a fuel-burning appliance.
- Foam plastic (rigid) insulation shall be covered with ½-inch thick gypsum board or another approved thermal barrier material if required by insulation manufacturer.
- Enclosed and accessible space under stairs must be protected on the underside and sidewalls with ½-inch type gypsum board.
- Habitable rooms, hallways, and bathrooms shall have a ceiling height of not less than 7 feet. Beams, girders, ducts, and soffits shall have a ceiling height of not less than 6 feet 4 inches.