



CITY OF
MENDOTA HEIGHTS

1101 Victoria Curve | Mendota Heights, MN 55118
651.452.1850 phone | 651.452.8940 fax
www.mendota-heights.com

Basement Remodeling

Permit requirements

- A completed building permit application with two copies of a plan drawing showing the proposed work should be submitted to and approved by the City of Mendota Heights before work begins.
- A building permit application is available on line at www.mendota-heights.com or at the Mendota Heights City Hall.
- Separate permits are required for mechanical, plumbing and electrical work.

Permit fees

- The applicant for a permit shall provide an estimated permit valuation at the time of application. This should include the total cost of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems (1300.0160 Subp. 3).
Note: Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work do not require a permit (1300.0120 Subp.4 (8)).
- Building permit fees are based on the submitted valuation (1300.0160 Subp. 4).

Egress window requirements

- An egress window is required in each bedroom that has an openable size of 5.7 square feet and a minimum width of 20" and a minimum height of 24". The sill height may be no more than 44" above the floor (R310.1).
- Egress window wells must have a minimum horizontal area of 9 s.f. (R310.2).

Smoke and carbon monoxide alarm requirements

- Each sleeping room and the hallway outside of each sleeping room shall have an approved smoke alarm (R314.3).
- Every floor must have a least one smoke alarm (R314.3).
- A carbon monoxide alarm shall be installed within 10' of every sleeping room (R315).

Additional requirements

- Enclosed usable space under a stairway must be protected with a minimum of ½" gypsum board (R302.7).
- Alterations to existing basements or portions thereof shall have a ceiling height of not less than 6 feet 4 inches, including beams, girders, ducts, or other obstructions (R305.2.1).
- Provide fireblocking to cut off all concealed vertical and horizontal draft openings (R302.11).
- Provide draftstopping where there is usable space above and below a floor/ceiling assembly of 1000 s.f. or more (R302.12).
- A bathroom fan is required unless there is a window that will open a minimum of 1 ½ square feet (R303.4).
- Basement stairways must be provided with a minimum of 1 foot candle of illumination at the treads and landings (R303.7).
- A gas fired furnace or water heater may not be installed in a bedroom, bathroom or closet (IMC 303.3).

- Supply and return air must be provided in all habitable rooms.
- Connections in ductwork shall be securely fastened and sealed (IMC 603.9).
- Electrical panels are not allowed in bathrooms or closets.
- Homes built prior to June 1, 2009 are exempt from the Minnesota Energy Code. When installing foundation insulation, follow the manufacturer's installation guidelines (1322.0100 Subp. 3 (9)).
- Foam plastic shall be separated from the interior of the building with an approved thermal barrier of a minimum of ½" gypsum board (R316.4).
- Wood columns that rest on a concrete floor must be decay resistant unless they project a minimum of 1" above the floor (R317.1.4).
- Sills and sleepers, on a concrete slab in direct contact with the ground, must be decay resistant unless there is an impervious moisture barrier beneath the slab (R317.1).
- Beam sizes must be noted on plans.

Call the City of Mendota Heights' Department of Building Safety at 651 452 1850 if you have questions, to request a permit or to schedule an inspection (8:00-4:30 M-F).