



Submit the following documents:

- 1) **Completed Building Permit Application**, available at City Hall. If you are hiring a building contractor, make sure that person is licensed. You or your contractor may apply for the permit. You may need an additional plumbing and mechanical permits.
- 2) **Two sets of plans/drawings** for the future finished basement (Including the existing unfinished condition).

If you have a septic system, and if the basement finish will include another bedroom(s), you will need to verify that your current septic system is sized for the total number of bedroom(s). If your septic system is not sized correctly you will need to have the system upgraded before a building permit is issued.

- 3) **Combustion Air & Make Up Air** when the utility room in which any fuel or gas burning appliance change in size or any unfinished walls are being covered the combustion air and make up air need to be recalculated.

The Building Official will review your plans, and will call you when the permit is ready to be issued. The permit fee is due at the time you pick up your permit. The expected wait time is 10 business days for all plan review.

The City of North Branch does not issue electrical permits or perform electrical inspections. All electrical permits and inspections are handled through the State board of Electricity.

<https://www.dli.mn.gov/workers/homeowners/electrical-permits-homeowners>

Inspections

Please call 651-674-8113 at least 24 hours in advance to schedule inspections at the following stages:

Framing

Plumbing and Heating Rough-In - This will vary with individual plans
(*Electrical rough-in should be completed by this stage*)

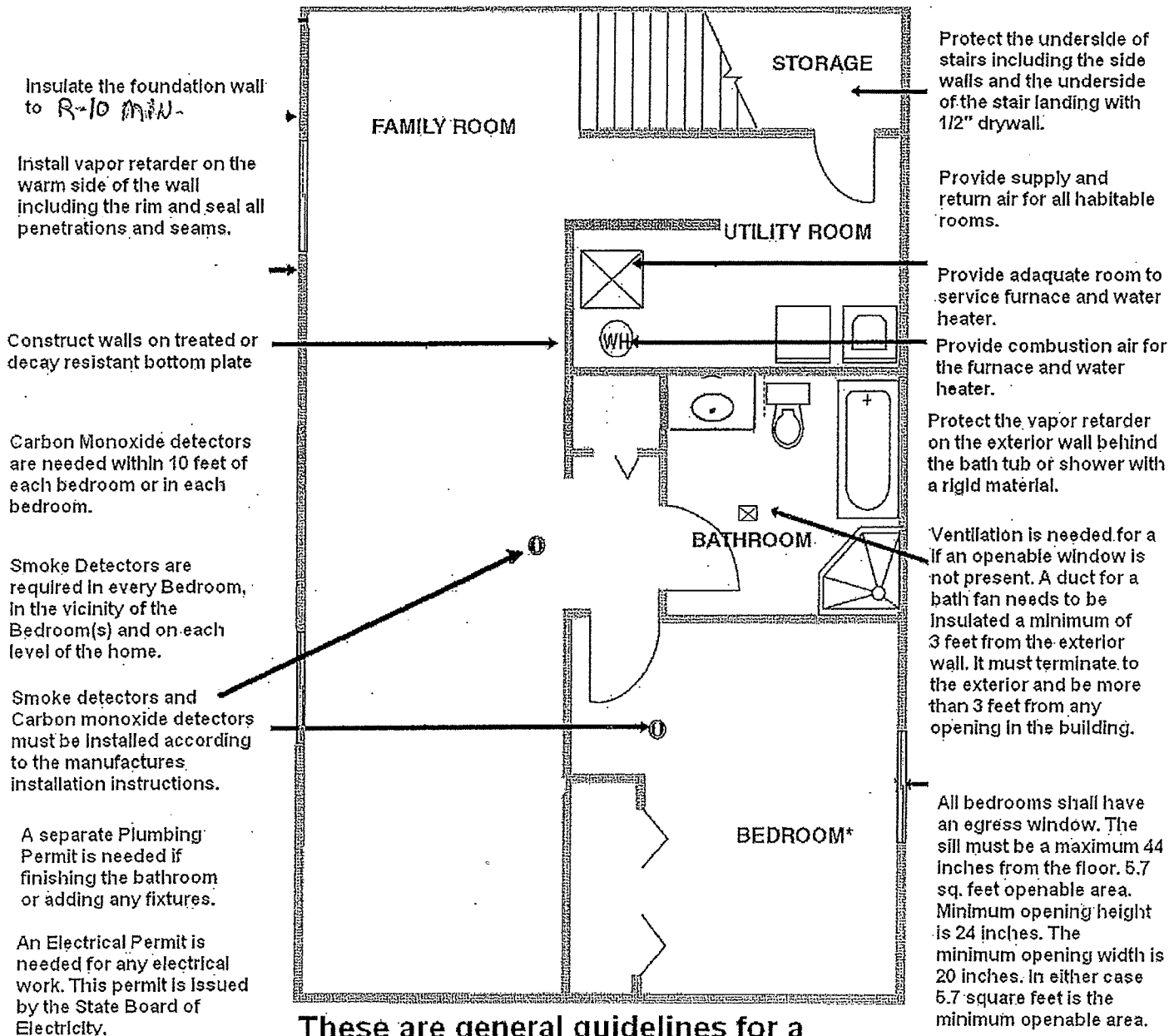
Insulation and Vapor Barrier

Final – (*Electrical final should be completed by this stage*)

If you have any questions, please contact the building department at 651-674-8113.

Basement Finish Information

If you have a septic system you must verify your system is sized to accommodate the additional bedrooms. Contact the North Branch Building Department for septic system information.



These are general guidelines for a basement finish.