

INTERIOR REMODEL

REQUIRED ITEMS FOR APPLICATIONS

This handout is designed to help you provide the information required for a timely plan review. Listed below are the documents and plan information needed by the plan examiner.

DOCUMENTS REQUIRED:

- Completed application form
- 1 copy of construction plans (drawn to scale), including all of the following information:

An existing floor plan page – see attached examples indicating the following:

- Location of existing exterior walls
- Location of all existing interior walls
- Name of each existing room
- Location of all existing windows and doors
- Location of existing plumbing fixtures, furnace, and water heater
- Location of existing stairway, fireplaces, etc.

A proposed floor plan page – see attached examples indicating the following:

- Location of all new interior walls
- Name of each new room
- Location and sizes of new windows and doors
- Location of new plumbing fixtures, furnace, and water heater
- Location of new stairway, fireplaces, etc.
- Location of smoke detectors
- Proposed finished ceiling height
- Wall, floor, and ceiling finish materials
- Proposed moisture barrier, insulation, and vapor retarder

ADDITIONAL INFORMATION

1. Bottom plates in contact with concrete of proposed walls shall be of approved treated wood.
2. Properly sized beams and headers must be used in structural bearing openings. Specify intended sizes of such beams and headers on plans at their location.
3. Enclosed usable space under stairs must be protected on the underside with 1/2 inch minimum thick gypsum wallboard.

4. There must be at least one smoke detector installed in the basement and on each floor level. In addition, a smoke detector must be installed in each sleeping room and outside of each separate sleeping area in the immediate vicinity of the bedrooms.

5. Each bedroom shall be provided with an emergency escape and rescue window having:

A minimum net clear openable area of not less than 5.7 square feet (grade floor openings are permitted to be 5 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.

6. Escape or rescue window with a finished sill height below the adjacent ground elevation shall have a window well and comply with the following:

The clear horizontal dimension shall allow the window to be fully opened and provide a minimum accessible clear area of 9 square feet (with a minimum dimension of 36 inches).

Window wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or stairs that are accessible with the window in the fully open position. The ladder or stairs shall not encroach into the required dimensions of the window well by more than six (6) inches.

7. Foam plastic (rigid) insulation shall be listed for exposure or be protected on the interior by not less than 1/2 inch thick gypsum board.

8. Fiberglass insulation must be covered on the interior by an approved vapor retarder.

9. Uncovered vapor retarders must be fire retardant.

10. Each water closet stool shall be located in a clear space not less than 30 inches in width with a 15 inch minimum from center of bowl to any obstruction, and have a clear space in front of the water closet stool of not less than 24 inches.

11. Each bathroom shall be provided with an openable window or a powered exhaust fan which vents to the exterior.

12. All habitable rooms shall have a window area equal to at least 8% of floor area, one-half of which shall be openable. For the purpose of determining light and ventilation requirements, any room may be considered as a portion of an adjoining room when one-half of the area of the common wall is open and unobstructed and provides an opening of not less than 10% of the floor area of the interior room, but

not less than 25 square feet. The minimum permitted ceiling height in habitable rooms is 7 feet.

13. Furnace rooms must be provided with outside combustion air.
14. Garages shall be separated from living areas with approved material such as 1/2 inch Type X gypsum board, or equivalent, applied to the garage side walls and 5/8 inch on ceiling. A solid wood door, 1 3/8 inch in thickness or a 20-minute fire rated door, shall be provided where a doorway penetrates the firewall. No doorway or window shall open directly into a room used for sleeping purposes.

INSPECTIONS TO BE CALLED FOR:

- Footing** When all forms and reinforcement are in place
- Framing** When all framing is complete, all mechanical, plumbing, and electrical installed, but before insulating.
- Insulation** When all wall insulation is in place, and ceiling/wall vapor barriers are in place.
- Fireplace** Masonry smoke chamber inspections are required before the placement of flues.
- Final** When all work is complete.

PLUMBING, HEATING (INCLUDING FIREPLACES), AND ELECTRICAL WORK

Separate permits and inspections are required for each type of work being done.

FIRE WARNING SYSTEM

When alterations, repairs, or additions requiring a permit, or when one or more sleeping rooms are added or created in existing homes, the entire building shall be provided with smoke detectors as required for new homes. Smoke detectors may be battery operated when installed in existing areas that are finished.

A smoke detector shall be installed in the basements of houses having a stairway which opens from the basement into the dwelling. Such a detector shall be connected to a sounding device or other detector to provide an alarm which will be audible in the sleeping area.

***THIS PAMPHLET IS WRITTEN AS A GUIDE
TO THE MOST COMMON QUESTIONS AND PROBLEMS.
IT IS NOT INTENDED, NOR SHALL IT BE CONSIDERED,
TO BE A COMPLETE SET OF REQUIREMENTS***

**INTERIOR REMODEL CHECKLIST
(INCLUDING BASEMENTS, BATH, KITCHEN, ETC.)
MINNETONKA BUILDING DIVISION**

The following items **MUST BE INDICATED** on the plan pages before submitting to the building division for review. Verify **ALL** items that apply are on your plans, then sign and date the checklist.

1. Existing Floor Plan Page (each level on a separate page) showing all of the following:

- Room description (bedroom, great room, kitchen, etc.)
- All walls and openings (*bearing and non-bearing*)
- All header/beam type and size at location
- Floor framing direction
- Roof framing direction

2. Proposed Floor Plan Page (each level on a separate page) showing all of the following:

- Room description (bedroom, great room, kitchen, etc.)
- Ceiling height of all rooms
- Garage/house separation, including rated door to house
- All walls and openings (bearing and non-bearing)
- All header/beam type and size at location
- Floor framing type (concrete, joist, trusses, etc.)
- Floor framing size, spacing, and direction
- Roof framing type (trusses, rafters, etc.)
- Roof framing size, spacing, and direction
- Wall framing stud size and spacing
- Wall insulation type and R-Value
- Wall vapor barrier (warm side of insulation)
- Wall covering (drywall, paneling, etc.)
- Ceiling interior covering (drywall, tongue and groove paneling, etc.)

3. Additional items that must be included with plans:

- Engineering for all steel beams
- Evaluation Report and Product Specs for spray foam insulation

I have looked through the plan and confirmed that all the above information is indicated on the pages being submitted.

Signature

Print Name

Date: _____