



City Of Wyoming - Department Of Building Safety  
26885 Forest Blvd, PO Box 188  
Wyoming, MN 55092  
Phone (651) 462-4947  
permits@wyomingmn.org

# NOTICE

Applications for building permits will not be reviewed until all of the required information has been submitted.

Once all items are submitted and sites staked - a minimum of ten (10) working days are required to process the application.



City Of Wyoming - Department Of Building Safety  
26885 Forest Blvd, PO Box 188  
Wyoming, MN 55092  
Phone (651) 462-4947  
permits@wyomingmn.org

## REQUIREMENTS FOR BASEMENT FINISH & REMODEL PERMITS

FOR BASEMENT FINISHES & REMODELS THAT DON'T INCREASE BUILDING SIZE  
APPLICATIONS WILL NOT BE PROCESSED IF ALL FORMS ARE NOT COMPLETED

Items to be submitted with application:

1. Completed Basement Finish & Remodel **Permit Application**
2. 2 sets of **building plans** showing layout and materials - Plans must be drawn to scale and include:
  1. A Floor Plan indicating:
    - A. Location of lower level or basement exterior walls
    - B. Location of all existing and proposed interior walls of lower level or basement
    - C. Name of each existing and proposed room
    - D. Location and sizes of windows and doors
    - E. Wall construction materials
    - F. Location of existing or proposed plumbing fixtures, including furnace and water heater
    - G. Location of stairway, fireplaces, etc.
    - H. Location of smoke detector(s)
    - I. Location and size of supply and return air ducts
  2. A Cross Section Plan indicating:
    - A. Proposed finished ceiling height
    - B. Wall, floor, and ceiling finish materials
    - C. Existing and proposed insulation and vapor barrier
    - D. Rise, run and headroom on stair
3. Completed plumbing permit application (If applicable) - **Plumbing must be done by a licensed plumber** unless the homeowner is doing the work themselves.
4. Completed HVAC permit application (If applicable) - This includes extending ductwork or installing exhaust fans. **Gas piping installers must be licensed with the City.**
5. **Septic Compliance Inspection** - If the property is located in a shoreland district (within 1,000 feet of a lake or within 300 feet of the Sunrise River) or if the work includes adding a bedroom, a septic system compliance inspection must be done. If the system was installed in the last 5 years or inspected in the last 3 years, its Certificate of Compliance is still valid. The system must have been designed and installed to support the additional bedroom(s). If the system is found to be failing or is not large enough, a septic permit application must be included with this permit application.

If all the requirements of the Minnesota State Building Code and the City of Wyoming's ordinances have been met, a building permit will be issued.



## INSPECTION REQUIREMENTS

1. **Framing/Insulation** – Inspection to be made after all framing, insulation, and ductwork are in place and the rough electrical, plumbing, and heating systems are approved.
  1. Framing
    - A. Properly sized beams and headers must be used in structural bearing conditions. Specify intended sizes of such beams and headers on plans.
    - B. Enclosed usable space under stairs must be protected on the underside with 1/2 - inch thick gypsum wallboard or equivalent.
    - C. Treated wood or decay resistant bottom plates are required where in contact with concrete floors.
  2. Insulation
    - A. Foam plastic (rigid) insulation shall be protected on the interior by not less than ½ inch thick gypsum board, or the foam must be of an approved type.
    - B. Fiberglass insulation must be covered on the interior by not less than a four (4) mil thick vapor retarder. Unfinished vapor retarders require a flame retardant type poly.
2. **Mechanical/Plumbing**
  1. Furnace rooms must be provided with outside combustion air.
  2. Joints, regulators, or fittings in gas piping may not be concealed within the wall or ceiling.
  3. Each water closet stool shall be located in a clear space not less than 30 inches in width and have a clear space in front of the water closet stool of not less than 24 inches.
  4. Each bathroom shall be provided with an operable window or a powered exhaust fan which vents to the exterior.
3. **Smoke Detectors** - Smoke detectors are required for the entire house when remodeling or finishing a basement. Smoke detectors must be in each bedroom, in corridors leading to bedrooms and on every level of the home. Smoke detectors must be hard wired with battery backup in the newly remodeled areas. Smoke detectors in existing areas may be solely battery powered. Smoke detectors should be interconnected if possible.
4. **Windows** - Each bedroom shall be provided with an emergency escape or rescue widow (see handout)
5. **Ceiling Height** - The minimum permitted ceiling height in habitable rooms (meaning finished family rooms and bedrooms) is seven (7) feet.
6. **Final** - To be made when work is complete.

## GENERAL NOTES

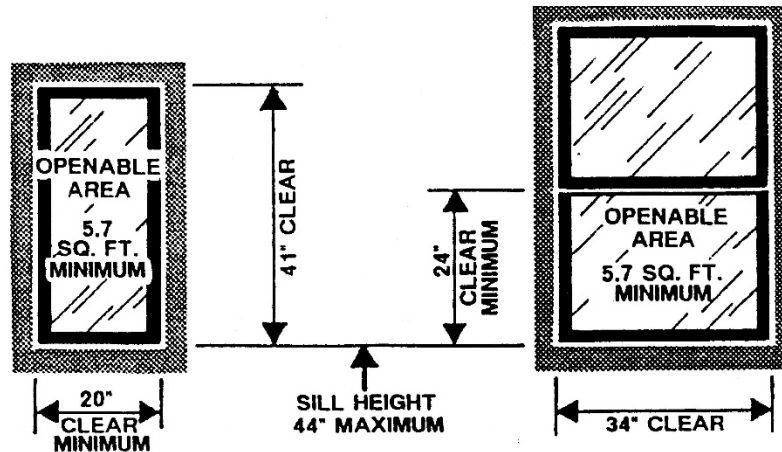
1. Minimum 24-hour notice for inspections.
2. The building permit inspection card and the approved plans must be on the jobsite at all times. If the building permit inspection card is not posted, the requested inspection will not be done.
3. Address must be furnished when requesting an inspection.
4. The job is not complete, and the space cannot be occupied, until all of the required inspections are approved.
5. For specific code requirements, please contact the Building Official. Questions regarding design and cost should be referred to a professional builder or architect.
6. **Your building permit does not include the inspection of electrical work.** A separate Request for Electrical Inspection form with the required fees must be submitted to the Board of Electricity at or before commencement of any electrical installation that is required by law to be inspected. Electrical inspections in the City of Wyoming are done by Mark Thoma. He can be reached at 320-309-9483, 7:00 – 8:30 am.

## MINIMUM SIZE FOR RESCUE ESCAPE WINDOWS FROM SLEEPING ROOMS

### MN RESIDENTIAL CODE SECTION R310

The Minnesota Residential Code provides minimum standards for creating an environment of health and safety for all residents.

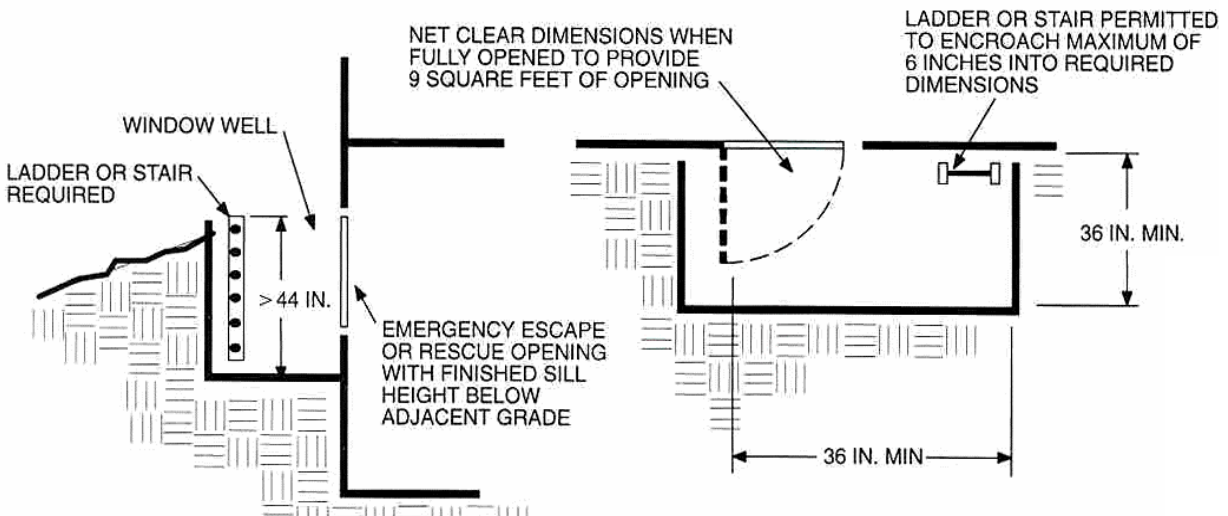
**Permits Required** - A building permit is required for replacing or installing new windows.



Escape windows must meet all three of the following minimum sizes for clear openable area:

- 20 inches wide
- 24 inches high
- 5.7 square feet
  - Exception: Grade-floor openings may have a minimum net clear opening of 5.0 square feet).

### BASEMENT WINDOW WELL FOR ESCAPE RESCUE WINDOWS



This handout is written as a guide to common questions and problems. It is not intended nor shall it be considered a complete set of requirements.



City Of Wyoming - Department Of Building Safety  
 26885 Forest Blvd, PO Box 188  
 Wyoming, MN 55092  
 Phone (651) 462-4947  
 permits@wyomingmn.org

## BASEMENT FINISH & REMODELS PERMIT APPLICATION

**THE PLAN REVIEW FEE IS CHARGED WHETHER THE PERMIT IS ISSUED OR NOT. THERE IS A PENALTY FOR CONSTRUCTION PRIOR TO ISSUANCE OF THE PERMIT. ALL FEES MUST BE PAID.**

Site Address \_\_\_\_\_  
Address City State Zip

Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Township 33N Range 21W Zone \_\_\_\_\_  
 Subdivision \_\_\_\_\_ PIN Number R21.

Builder/Contractor: Name \_\_\_\_\_ License # \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Architect/Engineer: Name \_\_\_\_\_ Phone \_\_\_\_\_

Type Of Work:  Remodel  Repair  Finish

Type Of Construction:  Wood  Masonry  Steel

Use Of Rooms \_\_\_\_\_

Finished/Remodeled Area Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ ft<sup>2</sup>

Valuation of Completed Work \$ \_\_\_\_\_ (includes labor & materials)

Desired Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Estimated Completion Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

See next page

---

OFFICE USE ONLY

APPROVED / DISAPPROVED By \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permit # \_\_\_\_\_



City Of Wyoming - Department Of Building Safety

26885 Forest Blvd, PO Box 188

Wyoming, MN 55092

Phone (651) 462-4947

permits@wyomingmn.org

## BASEMENT FINISH & REMODELS PERMIT APPLICATION CONTINUED

Site Address \_\_\_\_\_  
Address

Please identify all General Contractors and Subcontractors to be performing work on this permit:

General: \_\_\_\_\_  
Name Phone License #

Plumbing: \_\_\_\_\_  
Name Phone License #

Electrical: \_\_\_\_\_  
Name Phone License #

Carpentry: \_\_\_\_\_  
Name Phone

Sheetrock: \_\_\_\_\_  
Name Phone

Heating: \_\_\_\_\_  
Name Phone

Insulation: \_\_\_\_\_  
Name Phone

The undersigned agrees to do all work in conformance with City Ordinances and herewith declares that all facts and representation on this application are true and correct.

The undersigned agrees to notify the inspections department when ready for inspections.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

OFFICE USE ONLY

Permit # \_\_\_\_\_



## HEATING, VENTILATION & AIR CONDITIONING PERMIT APPLICATION

Date \_\_\_\_\_ Structure Used As \_\_\_\_\_

Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Site Address \_\_\_\_\_  
Address City State Zip

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Township 33N Range 21W Zone \_\_\_\_\_

Subdivision \_\_\_\_\_ PIN Number R21.

Heating Contractor: Name \_\_\_\_\_ License # \_\_\_\_\_

Homeowner

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Job Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Fuel Source:  Oil  Natural Gas  LP Gas  Wood/Solid Fuel

Scope Of Work: Check All That Apply

- Furnace  Hot Water Boiler  Gas Piping  Gas Fireplace
- Air Conditioner  Refrigeration  Gas Log  Man. Wood Fireplace
- Ductwork  Ventilation/Exhaust  Log Lighter  Other: \_\_\_\_\_

Equipment that will be installed:

Type of equipment	Manufacturer	Model No.	Fuel	Flue Dia.	Input/BTU's	CFM	Tons

Air To Air Exchanger: Heat or Energy Recovery Ventilator (please circle)

Manufacturer	Model No.	Defrost Deduction	Rated low capacity	Rated high capacity
		%	CFM	CFM

The installation of a solid fuel appliance or an exhaust system of 300 CFM or more will require the submittal of a ventilation worksheet.

Provide the name of the electrical contractor doing the wiring: \_\_\_\_\_

To install **gas piping** you must be licensed with the City of Wyoming: License # \_\_\_\_\_

The undersigned agrees to do all work in conformance with the Minnesota State Building Code and herewith declares that all facts and representations on this application are true and correct. **THE UNDERSIGNED AGREES TO NOTIFY THE INSPECTIONS DEPT. WHEN READY FOR INSPECTIONS.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

This permit may be issued only to a licensed heating contractor or to an owner who occupies the single-family dwelling - MN Statute 326B.46

OFFICE USE ONLY

ORSAT Test Required:  Yes  No

Required Inspections:  Rough-In \_\_\_/\_\_\_/\_\_\_  Gas Line Pressure Test \_\_\_/\_\_\_/\_\_\_  Final \_\_\_/\_\_\_/\_\_\_

APPROVED / DISAPPROVED By \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Permit # \_\_\_\_\_



City Of Wyoming - Department Of Building Safety

26885 Forest Blvd, PO Box 188

Wyoming, MN 55092

Phone (651) 462-4947

permits@wyomingmn.org

PLUMBING PERMIT APPLICATION

Date \_\_\_\_\_ Structure Used As \_\_\_\_\_

Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Site Address \_\_\_\_\_
Address City State Zip

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Township 33N Range 21W Zone \_\_\_\_\_
Subdivision \_\_\_\_\_ PIN Number R21.

Plumbing Contractor: Name \_\_\_\_\_ License # \_\_\_\_\_

Homeowner

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Job Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Number of each item listed below:

- Water Closet (Toilet) \_\_\_\_\_ Dishwasher \_\_\_\_\_ Laundry Trays \_\_\_\_\_
Bath Tub \_\_\_\_\_ Garbage Disposal \_\_\_\_\_ Floor Drain \_\_\_\_\_
Whirlpool Tub \_\_\_\_\_ Kitchen Sink \_\_\_\_\_ Sewer Line \_\_\_\_\_
Urinal \_\_\_\_\_ Drinking Fountain \_\_\_\_\_ Water Line \_\_\_\_\_
Bidet \_\_\_\_\_ Catch Basins \_\_\_\_\_ Lawn Sprinkler \_\_\_\_\_
Lavatory (Bath Sink) \_\_\_\_\_ Water Softener \_\_\_\_\_ Standpipe \_\_\_\_\_
Shower \_\_\_\_\_ Sewage Ejector \_\_\_\_\_ Hose Bib \_\_\_\_\_
Grease Interceptor \_\_\_\_\_ Backflow Preventer \_\_\_\_\_ Garage Floor Drain \_\_\_\_\_
Water Heater (List size) \_\_\_\_\_ Oil/Flammable Waste Separator \_\_\_\_\_ Cannot discharge into septic or sewer
Please Circle - Gas or Electric

To install gas piping you must be licensed with the City of Wyoming: License # \_\_\_\_\_

The undersigned agrees to do all work in conformance with the Minnesota State Building Code and herewith declares that all facts and representations on this application are true and correct. THE UNDERSIGNED AGREES TO NOTIFY THE INSPECTIONS DEPT. WHEN READY FOR INSPECTIONS.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

This permit may be issued only to a licensed plumbing contractor or to an owner who occupies the single-family dwelling - MN Statute 326B.46

OFFICE USE ONLY

Required Inspections: Rough-In \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Final \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

APPROVED / DISAPPROVED By \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Permit # \_\_\_\_\_