



ALTERATION / REMODEL / BASEMENT FINISH

A building permit is required for remodeling, changing the use of space, finishing an unfinished space in a basement, constructing, moving, and/or altering a wall; installing a wall surface on existing exposed studs; or installing a ceiling surface, bathtub and shower replacements, or installing drain tile. Separate permits for plumbing and mechanical (HVAC) system modifications are not required.

APPLICATION SUBMITTAL REQUIREMENTS

Construction Plans, drawn to scale illustrating:

- Existing and proposed floor plan showing layout with overall dimensions
- Dimensions and designation of each room
- Proposed and existing walls, finished ceiling height, and window, door sizes and locations
- Walls to be removed or altered, including beams and headers (load bearing walls may require engineering)

*Septic Design & Soil Report

*ONLY for dwellings adding a bedroom and served by a private septic system.

- Copy of septic design & soil test report.
- Septic permit application submitted to the Hennepin County Human Services and Public Health Department at www.hennepin.us/septic.

Electrical Permit

- Electrical permits are issued by the State of Minnesota. Submit application to the Department of Labor and Industry at www.dli.mn.gov. Electrical inspections are performed by the State Electrical Inspector.

Submit Permit

- Submit application for permit online at www.corcoranmn.gov > **Building Permits**
- Permit Type: **Alter-Remod-Basement Finish**

For specific questions regarding building code requirements, refer to the applicable codes or contact the city's contracted Building Official, **Metro West Inspection Services at 763-479-1720** or email permits@corcoranmn.gov.

REQUIRED INSPECTIONS

Approved construction plans **must** be on site for all inspections.

- **Framing:** After required rough-in inspections approved.
- **Insulation:** After insulation and vapor barrier are installed, but prior to covering.
- **Final:** After plumbing, mechanical and electrical final inspections approved.

To schedule inspections contact **Metro West Inspection Services at 763-479-1720**.

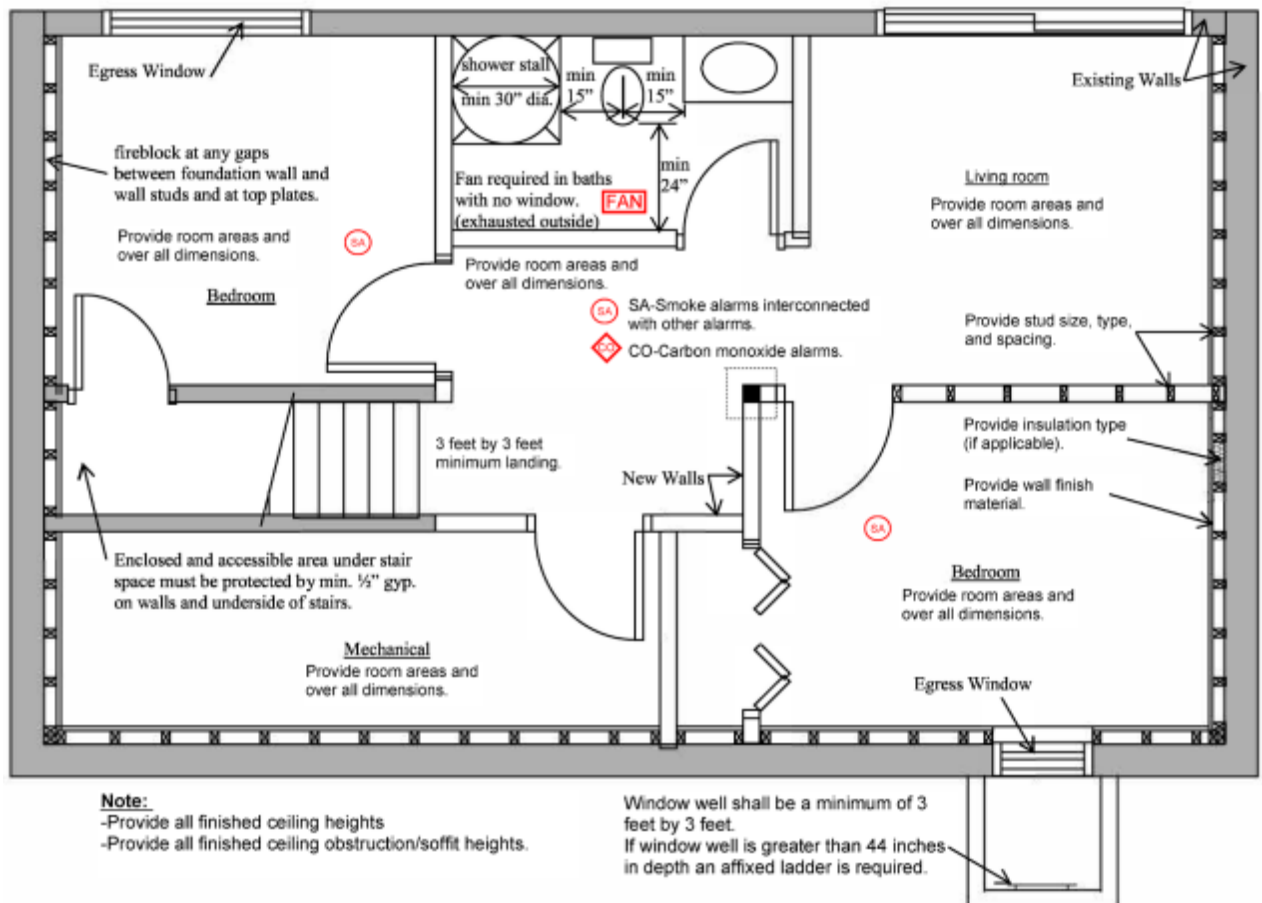
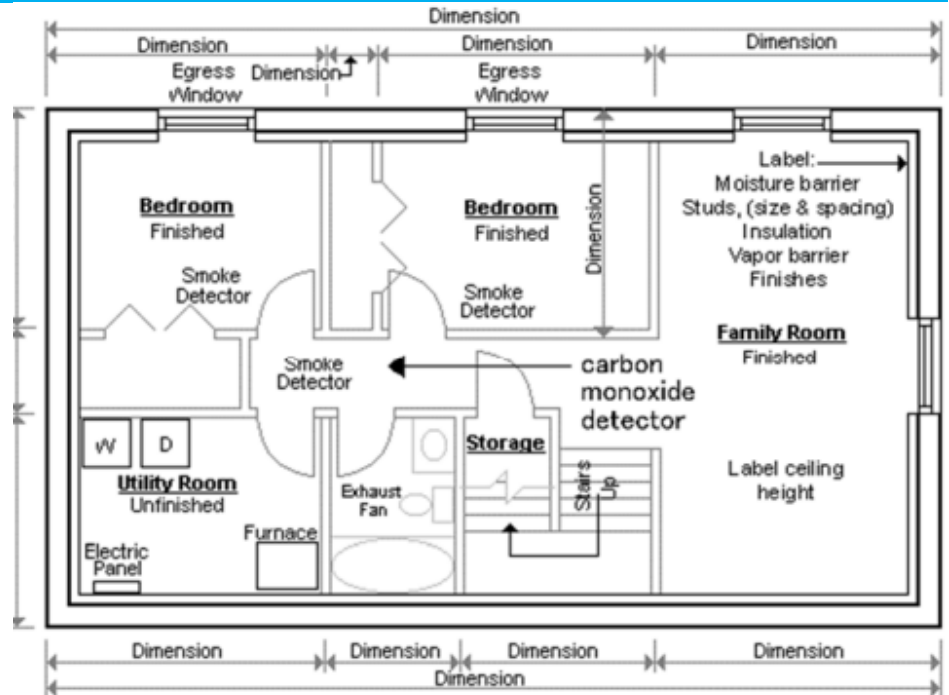
This handout is intended as a guide and is based in part on the Minnesota State Building Code, City Ordinances, and established building practices. No guarantees are given regarding its completeness or correctness. The permit holder is responsible for ensuring compliance with all relevant codes and ordinances. Additional permit handouts are available online at www.corcoranmn.gov/public_services/construction_services/inspections.

CONSTRUCTION SERVICES AND INSPECTIONS

www.corcoranmn.gov | Email: permits@corcoranmn.gov

**SAMPLE BASEMENT FINISH
FLOOR PLANS:**

ALTERATION / REMODEL / BASEMENT FINISH



This handout is intended as a guide and is based in part on the Minnesota State Building Code, City Ordinances, and established building practices. No guarantees are given regarding its completeness or correctness. The permit holder is responsible for ensuring compliance with all relevant codes and ordinances. Additional permit handouts are available online at www.corcoranmn.gov/public_services/construction_services_inspections.

CONSTRUCTION SERVICES AND INSPECTIONS

www.corcoranmn.gov | Email: permits@corcoranmn.gov