



REMODEL OR FINISHED BASEMENT CHECKLIST

- Completed Building Permit application with signature
- Copy of Minnesota State Residential Building Contractor or Remodeler License
(if not already on file at City Hall)
- Acknowledgement of Property Owner (if property owner is general contractor)
- Submit plans showing proposed design and materials,; plans shall be drawn to scale and shall include a floor plan indicating the following.
 - Existing/Proposed size of rooms being finished dimensions.
 - Indication of room use (i.e., bathroom, bedroom, laundry, family room).
 - If bedrooms are built, egress windows are required (one in each sleeping room).
 - Smoke and Carbon Monoxide detectors location