

*City Building Inspection Services, LLC*  
**BASEMENT OR INTERIOR REMODELING  
PERMIT REQUIREMENTS**

The following information must be submitted to the Building Department before a building permit can be processed and approved. A more detailed description of items 1-3 is listed below.

- 1. Permit Application Form.**
- 2. Building Plans [two copies].**
- 3. Description of work.**

After a preliminary review additional information may be required, allow 1-3 days for processing.

- 1. Permit Application:** Complete a Building Permit Application Form. Application forms are available at the Building Department.
- 2. Building Plans [two copies]:** Floor Plan showing length and width of each floor and room dimensions, finished and unfinished areas, interior walls, beams, existing walls. Walls being removed, plumbing and mechanical fixtures and indicate on the floor plan how each area will be used, [bedroom, recreation room etc.].
- 3. Description of use:** Provide a detailed written description of the work being done.

### **General Information**

**Inspections Required:** Framing, mechanical, plumbing 5# air test and manometer, gas piping air test, insulation, and final [rough-in and final electrical inspection must be completed prior to scheduling a project final].

For all inspections call **877.333.5620**, 24 hours in advance.

**Electrical wiring** must be inspected and approved by a State Electrical Inspector [rough-in and final inspection]. To request an inspection or to answer electrical questions call: Steve Kletschka: at 507.334.3450 (LeSueur Co, Waseca Co) or Scott Hollnagel: at 507.665.6213 (Blue Earth Co), call between 7 a.m. and 8:30 a.m., Monday through Friday.

If you have any questions, please contact the Building Department, Monday through Friday, 8 a.m. to 4:30 p.m. at: 877.333.5620, or contact: City Building Inspection Services, LLC

[dan@buildingcodeinfo.com](mailto:dan@buildingcodeinfo.com)

507.330.5034 cell

507.362.4022 fax