CITY OF HUGO EST. 1906

14669 Fitzgerald Blvd N
Hugo, MN 55038
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Basement Finish Permit

Property Type:	☐ Single Family ☐ Two Family ☐ Townhome
Construction Type:	☐ Alteration ☐ Restoration
Job Site Address:	Street Number Street Name Unit Parcel ID Lot Block Subdivision
Applicant Type:	☐ Contractor ☐ Owner – (Property Owner Waiver Form Required) Verify Ownership at https://mn-washington.manatron.com/
Contractor Detail:	Company Name Contact First Name Mobile/Text # Contact Last Name Office Phone # Street Number Street Name Unit City State Zip Contact Email License Number Lead Certification number for structures built prior to 1978, Federal Reg. Title 40 ☛ Certification No.
Owner Detail:	Owner First Name Mobile/Text # Owner Last Name Other Phone # Email Street Number Street Name Unit City State Zip
Project Summary:	
Square Footage:	Total Basement SqFt: Total SqFt being finished: Total "Unfinished" SqFt remaining:
General Requirements:	Code compliant egress windows are required in all sleeping rooms located in basements.
	Each habitable room shall have heat supply and cold return air.
	Toilet rooms require 1.5 square feet open area window ventilation or provide a mechanical exhaust ventilation fan (50 cfm min.).
	Smoke and Carbon Monoxide alarms must be installed per current code throughout the entire dwelling.
	Review the "Basement Finish Handout" for additional requirements.
Fuel/Gas Appliance locations:	Fuel/Gas Appliances and equipment must be located in compliance with "Minnesota Mechanical Code" section 303.

Additional Separate Permits:		
	Mechanical Permit	required for duct work, exhaust ventilation, and any HVAC equipment.
	Fireplace Permit	required for installation or alteration of factory built or masonry constructed fireplace, including gas line.
	Plumbing Permit	required for additional fixture units, alteration of drain-waste-vent system, and water piping.
	Electrical Permit	required for any electrical work associated with new construction, remodeling, replacement or repair of electrical wiring, apparatus or equipment.

The undersigned hereby makes application for a permit to do installation work as herein specified, agreeing to perform all work in strict accordance with all ordinances of the City of Hugo, Minnesota.

Applicant Signature **Date**

Flat Fee:	**$73.50**
State Surcharge:	**$1.00**
Technology Fee:	**$2.00**
Total Permit Cost:	**$76.50**

Office Use Only

Received Date: **Permit Number:**