

New Single Family Dwelling Construction Permit Checklist

Building Permit

- Completed building permit application
- 2 complete sets of plans
- 2 copies of registered survey- indicating setbacks and location of house on lot, if walkout, must have a corner elevation of dwelling and lot.
- Minnesota Energy code compliance certificate on separate sheet- *not on building plan*.
- Copy of current Minnesota Residential Contractors license.

Construction Plan (Two copies, scaled and dimensioned):

- Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the code.

Floor Plan / Framing Plan

- Provide a dimensioned floor plan for each level of the building. Floor plans shall be scaled not less than ¼-inch per foot and shall show names of rooms, size and location of doors and windows, fire assemblies, draft stops, separations, location of bathroom fixtures, exhaust fans, kitchen cabinets, smoke detectors, furnace flue and plumbing stack, and radon mitigation pipe and related information.
- Braced wall lines and braced wall panels shall be clearly identified and labeled on the plans. All exterior walls shall be braced in accordance with methods R602.10 or R602.12
- Draft stopping in floors shown or midpoint (1000sf sections)
- Show all deck and porches (including: direction, size, and spacing of rafters, header sizes, wall bracing methods, and location of stairways)

Roof Plan / Roof Framing

- Show all elements including truss direction, bearing points, type and thickness of: roof sheathing, roof covering, soffit/fascia.

Building and Wall Section

- Show all foundations and footings; indicate size, location, thickness, materials, strength and reinforcing.
- Cross section drawings shall include proposed insulation for foundations, rim joist areas exterior walls, and attic spaces, location and materials proposed for interior air barrier, vapor retarder, exterior wind wash barrier, roof truss heel height where applicable, and the radon mitigation pipe location.

Exterior Elevations

- Exterior elevations are views of exterior walls showing heights, construction materials, locations of window and door openings etc.
 - Roof pitch.
 - Roof ventilation (location and quantity).
 - Roof overhang dimension.
 - Siding material (including water resistive barrier material.)
 - Location of all windows and doors.
 - Location of all decks/porches
 - Accurate view of each elevation with respect to grades as indicated on the Survey.
 - Location of address number (4 inch minimum height required) City Code § 10-106.

Sprinkler System

- Is this a Single Family Home 4,500 or greater in square feet, or multi-family unit?
 - If **YES**, a separate fire suppression permit is required.
 - Note: water main must be sized to serve both domestic and fire suppression.

- Radon control methods and details shown on the plans, see:**
 - *Per 2015 Mn Residential Code*

- Energy Code Compliance Worksheets (exterior envelope & ventilation)**
 - *Per 2015 Mn Residential Code*