

SUBMITTAL LIST FOR NEW RESIDENTIAL CONSTRUCTION PLANS

All applicants for a Building Permit for a new home, duplex or similar building must submit two (2) complete sets of construction plans. One set of plans will be returned after plan review is complete and a Building Permit issued. The plans must be drawn to a scale of ¼ inch equals 1 foot, or larger scale, and must contain, as a minimum, the following information:

Site Information

1. A complete site plan of the property (see separate site plan requirements sheet).
2. Soils information that identifies the type of soil on the site, bearing capacity, depth to ground water, etc.

Building General

1. Floor plan of the basement and each floor, including attached garage.
2. Each room clearly labeled as to planned use.
3. Location of all equipment that services the building (furnace/boiler, water heater, heat exchanger, etc.).
4. Energy Code calculations for heat loss, insulation values, glazing specs, etc.
5. Window sizes, locations, and types. For egress windows, give net clear opening dimensions and area.

Foundation

1. Footings: depth below grade, width, thickness, size and placement of reinforcement. For wood footings, submit a cross section showing rock depth and size and other construction details.
2. Foundation: block size or poured concrete thickness, reinforcement size, placement and spacing, and finished height above the footing. For wood foundation, submit all construction details.

Framing

1. Walls: stud size and spacing, wood species and grade, header location and size, top and bottom plates, bracing type and location.
2. Floor/ceiling: joist span, size and spacing, wood species and grade, bracing type and location, beam span, size and location.
3. Roof conventional: sizing and spacing of all framing members, wood species and grade, rafter spans, bracing type and location. Must show ability to support a 40 pound snow load (translates to a 42 pound ground snow load).
4. Roof trusses: same as 3. above, except truss drawings prepared by a Minnesota licensed engineer must be provided with the plans. Trusses must also bear the stamp of an approved third party inspection agency.
5. Size and spacing of all rafters, joists, beams and posts.

Sheathing

1. Size and type of all exterior wall sheathing and exterior siding, nailing schedule, etc..
2. Size and type of roof sheathing, underlayment material, ice & water shield, shingle type and weight, method of fastening, etc.
3. Size and type of interior wall and ceiling sheathing (e.g. wallboard, paneling, etc.). Location and type of vapor retarders. Nailing/screw schedules.

Note: A typical cross section drawing can be used to show most of the above concerning foundation, framing, sheathing.

Plumbing

1. Plumbing layout sheet for fixtures (can be shown on the floor plan drawings).
2. Location of building water service and building sewer connections.

Heating, Ventilation and Air Conditioning (HVAC)

1. Furnace/boiler and water heater sizes and location. Venting sizes, type and location. Heat exchanger location, if used.
2. Show method of obtaining combustion air, ventilation and make-up air for various appliances.
3. Fireplace specifications, if installed. Construction and/or installation instructions, if factory made. Construction details if built on-site.
4. Identify fuel type (i.e. gas, oil, electric, etc.).

Electrical

1. General layout for lighting, fixtures, etc. (can be shown on floor plan drawings).
2. Exit lighting location and size.
3. Smoke detector locations for all floors and basement.

Fire Protection

1. Show method of fire separation construction between house and attached garage.
2. Show method of fire separation construction between units of a duplex building (2 unit building).
3. Show method of construction and location of fire and draft stops where needed.

By furnishing the above information, you will help improve our service to you, and aid in processing your application and timely issuance of a Building Permit. Any questions regarding this process or the information requested may be directed to the City Clerk's office at 384-4229.