

Information Needed To Obtain a Building Permit

INFORMATION NEEDED TO OBTAIN A BUILDING PERMIT

To obtain a building permit, all applicants must submit two (2) sets of drawings with all of the following information listed and shown on the plans if applicable.

Any comments or corrections needed will be made on both sets by our office during the plan review process after which one copy will be returned to the homeowner or contractor and one copy will be retained by this office.

All plans showing modifications/increases to the primary structure footprint, accessory buildings or fences require the plans be reviewed by the City Planner in addition to the plan review by the Building Official. After a preliminary review additional information may be required. A plan review is required prior to issuance of the permit.

Plot/Site Plan	- New Building, Additions, Garages, Decks, Fences
Floor Plan	- New Building, Additions, Garages, Decks, Room/Basement Finishing (Existing & Proposed)
Cross Section	- New Building, Additions, Garages, Decks
Elevations & Grades	- New Building, Additions, Garages, Decks

REQUIRED INSPECTIONS DURING THE CONSTRUCTION PROCESS

Site/Footing: Inspection conducted after excavation and prior to placement of concrete, with forms and reinforcement in place. In most cases the property irons are required to be exposed.

Foundations:

- Foundation inspection for poured walls shall be made after forms are in place with any required reinforcing steel and bracing in place, and prior to pouring concrete.
- All foundation walls shall be inspected prior to backfill for specific code requirements.
- The foundation inspection shall include excavations for thickened slabs intended for support of bearing walls, partitions, structural support, or equipment.

Concrete slab under floor: Inspections shall be made after in-slab or under floor reinforcing steel and building service equipment, conduit, piping accessories, and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

Rough in inspections: of plumbing, mechanical, gas, and electrical systems shall be made before covering or concealment, before fixtures or appliances are set or installed, and before framing inspection.

Inspection of framing and masonry construction: shall be made after the roof, masonry, framing, firestopping, draftstopping and bracing are in place and after the plumbing, mechanical, and electrical rough inspections are approved.

Energy efficiency inspections: Such as insulation and vapor barrier shall be made to determine compliance with Minnesota Energy Code requirements.

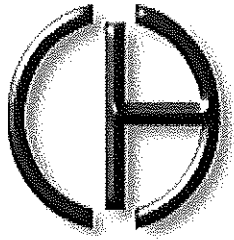
Lath and gypsum board inspections: shall be made after lathing and gypsum board, interior and exterior, are in place, but before gypsum board joints and fasteners are taped and finished. (Fire rated assemblies only)

Fire resistive rated assemblies: Protection of joints and penetrations shall not be concealed from view until inspected and approved.

Fireplaces: must be inspected for compliance with applicable requirements of the code and the manufacturer's installation instructions.

A final inspection shall be made for all work for which a permit is issued.

Special inspections may be required by the code depending on scope of project.



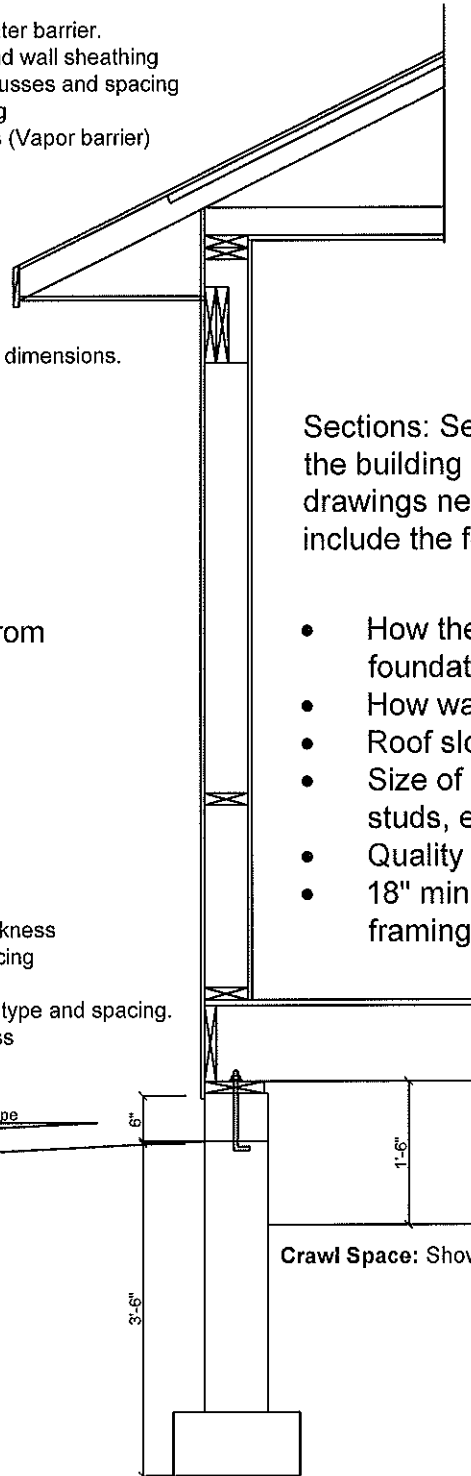
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Specify roof covering and ice and water barrier.
Specify type and thickness of roof and wall sheathing
Specify rafter sizes and spacing or trusses and spacing
Specify ceiling joists size and spacing
Specify insulation type and thickness (Vapor barrier)
Specify ventilation and air chutes

Specify header type and sizes
If bedroom window specify opening dimensions.
Specify stud type, size and spacing
Specify insulation type and thickness
Specify interior finish

NOTE:
Habitable space requires a minimum clearance of 7'-0" from floor to ceiling.

Specify floor sheathing type and thickness
Specify floor joist type, size and spacing
Specify treated sill plate size
Specify foundation anchorage, size, type and spacing.
Specify foundation type and thickness

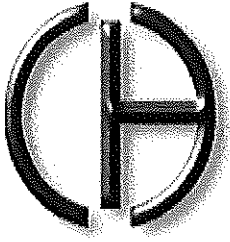


Sections: Section drawings literally slice through the building to show construction details. Your drawings need not be complex, but should include the following:

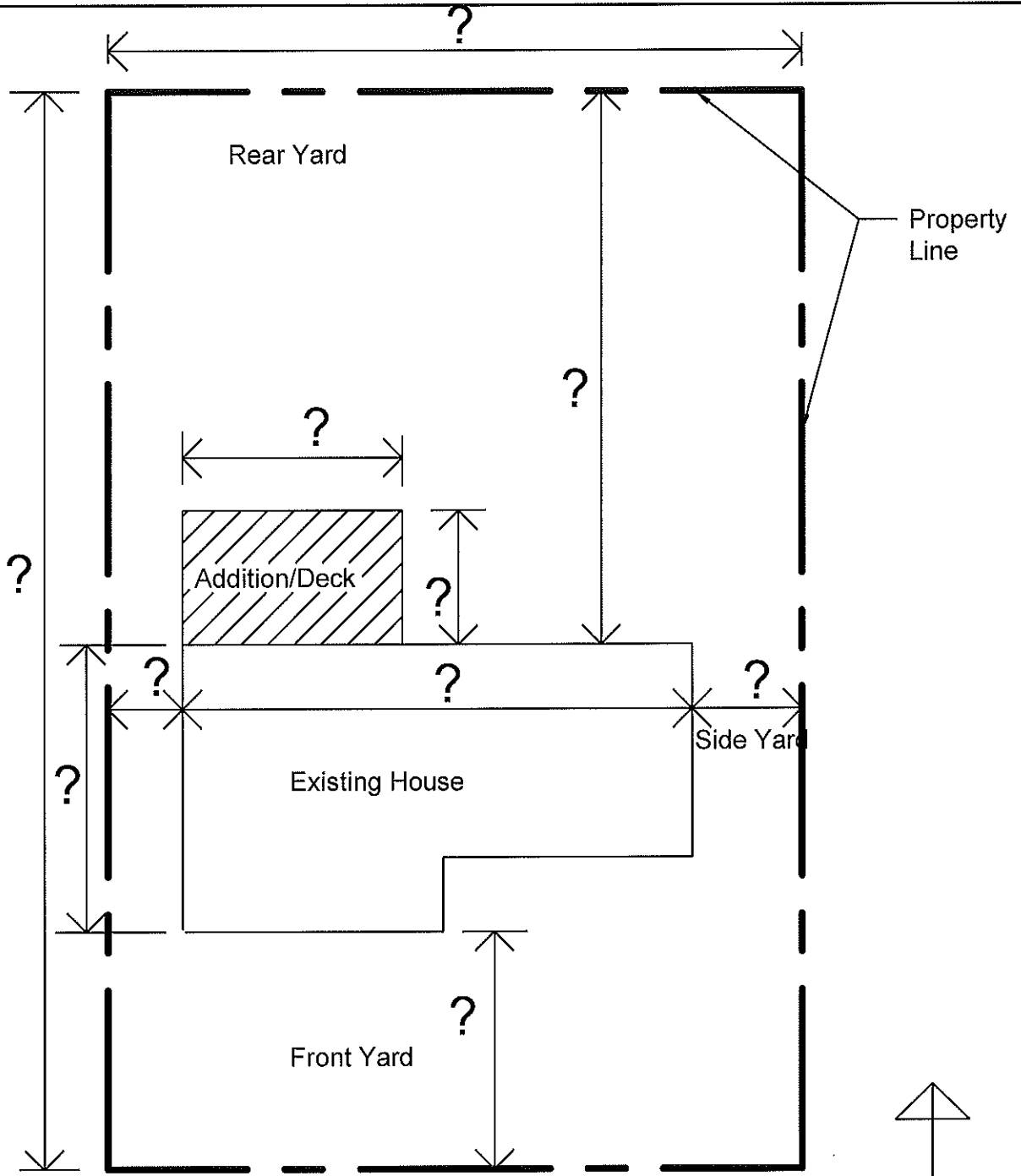
- How the wall frame connects to the foundation.
- How walls connect to ceilings and roof
- Roof slope
- Size of framing members (rafters, joists, studs, etc.)
- Quality and type of material used.
- 18" minimum distance from wood floor framing to dirt. (Crawl space)

Crawl Space: Show method of insulating, venting and vapor barrier.

SAMPLE CROSS SECTION DRAWING

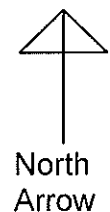


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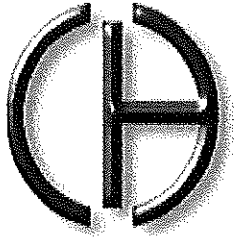


Provide distances of all dimensions indicated with a ? symbol.

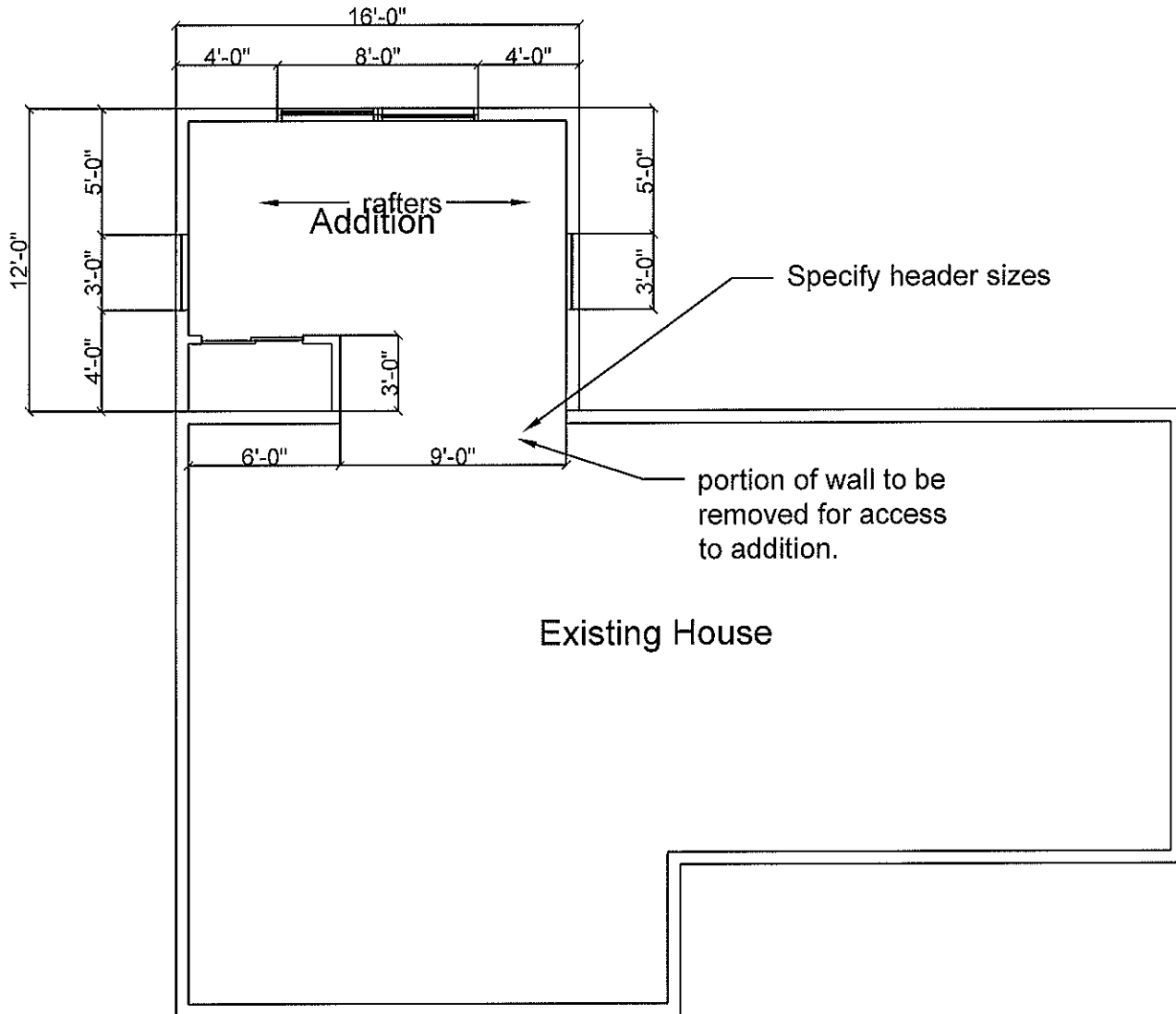
Plot Plan



Existing plot sketch may be on file with the Building Safety Department. Call 763.706.3678 to inquire

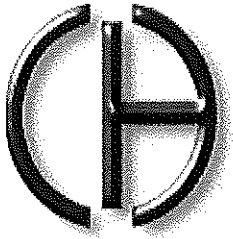


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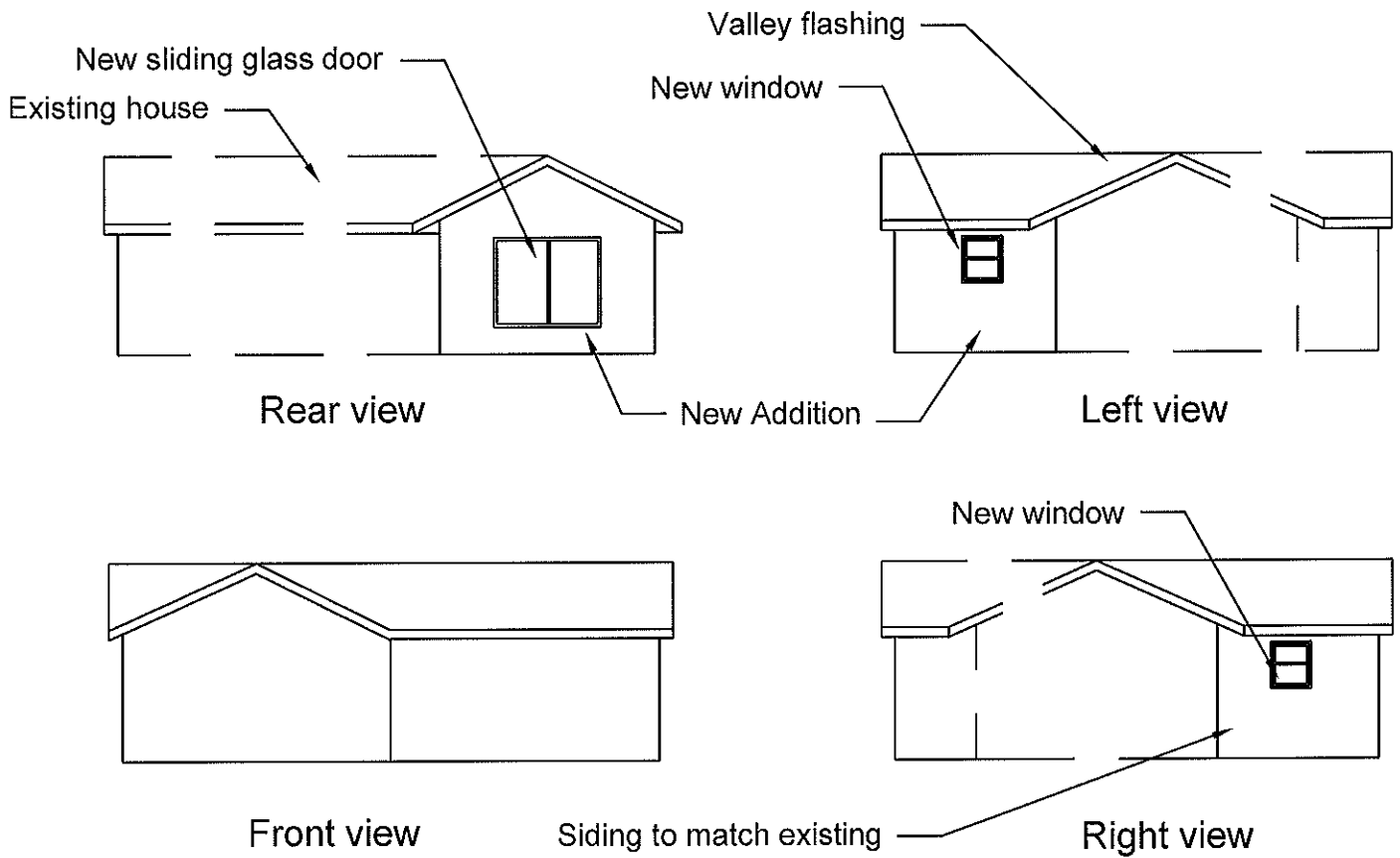


Floor Plan

With dimensions



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Elevations