

BUILDING PERMIT REQUIREMENTS FOR NEW SINGLE FAMILY DWELLINGS AND DUPLEX/MULTI FAMILY DWELLINGS

Application Documents

1. Completed Application
2. Two sets of Building plans with:
 - Header sizes with Calculations
 - Girder locations
 - Braced Wall design
 - Engineered Foundation
 - Truss Layout with Point loads and Bracing details
 - Party Walls or Fire Rated Assemblies (**Duplex/Multi Family**)
3. Energy Code Compliance Certificate
4. Mechanical Ventilation Compliance Worksheets
5. Survey with:
 - Grading Contours
 - Foundation Type:
(Full, Walkout, Daylight Basement or Slab on Grade)
 - Top of Foundation Elevation
 - Lowest Floor Elevation
 - Garage Floor Elevation
 - Lowest Elevation adjacent to the home
 - All Easements and Setbacks
 - Driveway Slope (**Maximum allowed is 10%**) (**9% or greater requires a top of garage foundation elevation verified by the surveyor before Foundation Backfill Inspection**)

Fire Suppression Permit: (If required)

1. Contact Fire Marshal at 952-448-2990.

Prior to Issuance of Permit:

1. Site Inspection:
 - Planning, Engineering and Building Approvals
 - Erosion Control in place
 - Home staked for **SITE INSPECTION**

Issuance of Permit:

1. Approved Site Visit
2. Payment of Permit (Includes \$2,500.00 Escrow for Landscaping, Sidewalk Inspection, and Driveway)

Inspections: (Approved Plans and Permit Card must be onsite)

1. Call for Inspections at least 24 to 48 hours in advance
2. Footing (**Rock Entrance must be installed**)
3. Poured Wall
4. Foundation (**Waterproofing, Insulation and Drain-tile completed**)
5. Plumbing Underground
6. Exterior Wall Bracing/Sheathing (**Before House Wrap**)
7. Party Wall or Fire Rated Assemblies (**If required**)
8. See Permit Card for Additional Inspections
9. All Inspections on Permit Card are required to be approved before any work is covered
10. To cancel inspections, please call by **8:15 a.m.** for **A.M.** inspections and **11:30 a.m.** for **P.M.** inspections

Final Certificate of Occupancy:

1. Blower Door Test Report
2. Energy Code Compliance Certificate
3. Pressure Vacuum Breaker (PVB) Report (**Only when PVB installed**)
4. Aero Seal Report (**If Aero Seal was Done**)
5. Electrical Final Completed
6. All Life and Safety Completed

Return of Escrow:

1. Sodded Yard
2. Driveway Installed
3. Approved Sidewalk (Note: **To Schedule Inspection call 952-448-4335**)
4. Certificate of Grading As-built (Note: **Must match original Grading Survey**)