



New Home Permit Submittal Documents

Required Submittal Documents: Shall include:

1. Building Permit Application
2. Registered Survey
3. Building Plans
4. Energy Code Compliance Certificate
5. Septic System Permit Application and Design (*for non-city sewer lots*)
6. Site Plan Identifying **Erosion Control Methods and Locations** (*if not on survey*)

Building Permit Application: Shall describe proposed work, site location, contractor and owner contact information, contractor state license number, valuation estimate, signature and date.

Registered Survey: Shall be accurately scaled with the following information:

1. Total lot size
2. Size and location of new proposed structure and any existing structures on lot
3. Distances from lot lines
4. Drainage, utilities, wetlands, easements, wooded areas and driveway
5. Established street grades and proposed finished grades
6. Proposed top of foundation and lowest floor elevation
7. Soil boring sites for the building and On-Site Septic Systems

Building Plans: Must be dimensioned and clearly show in detail the extent of proposed work for compliance with the code and relevant ordinances. The plan shall include footing, foundation, floor, wall and roof section details including braced wall panel provisions and total square feet of all finished and unfinished areas including attached garage. Truss specifications are required.

Energy Code Compliance Certificate: Shall include the following information:

1. Address, Contractor Name and License Number or home owner name when applicable
2. Type, location and R-value of all insulations
3. Radon System type and fan location
4. Windows U-value and Solar Heat Gain Coefficient
5. Mechanical Systems for heat, water and cooling
6. Ventilation System type, location, capacity and designated total ventilation rates
7. Make-up Air and Combustion Air requirements
8. *Final submittal* with blower door and duct test results, dated and posted at final inspection

Septic System Design: The on-site wastewater treatment system must be prepared by a licensed designer and include all information specified by the Minnesota Pollution Control Agency in MN Rules 7080-7083. The system location must be shown on the survey. Submittals are to include Management Plans, see MN Rules 7082.0600 Subpart 1.

Zoning and land use: Requirements vary between jurisdictions so applicants must develop submittals specific to each municipality. Upon receipt of all required documents, the proposal will be reviewed by Zoning, Engineering, Public Works and Building Safety.

Erosion Control: Silt fence, log rolls, rock or undisturbed vegetative cover are required to prevent disturbed soils from entering ditches, roads, wetlands or adjacent properties. Erosion Control methods may vary with each site. Therefore, site specific methods of Erosion Control must be identified during the application process and shown either on the survey or similar site plan.

License Requirements: Applicants must be either the property owner or a Licensed General Contractor. Anyone not licensed is limited to building or improving no more than one dwelling every two years per MN State Statute. MN State Building Code provisions are minimum standards that must be met regardless if the applicant is the owner or Contractor.

State Building Code Information: All MN State Building Codes including the Residential Building, Energy, Plumbing, Mechanical, Fuel Gas, Electrical and On-Site Septic Codes can be reviewed on the Department of Labor and Industry website at <http://www.dli.mn.gov/>.

Any questions about these requirements can be directed to:

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New Home Construction Building Plans Review



Erosion Control

