



RESIDENTIAL BUILDING PLANS

The following information is intended as a guide, and is based on the Minnesota State Building Code and good building practice. Although every attempt has been made to ensure accuracy in the handout, no guarantees are made to its accuracy. As the Minnesota State Building Code includes over 500 pages of building requirements, this document cannot include all information that might be relevant to your project. Responsibility for compliance with applicable codes belongs to the permit holder. For specific questions regarding the code requirements, refer to the applicable codes or contact us.

Prior to the issuance of a building permit, the permit application and plans are submitted for plan review – also known as code compliance review. During the plan review process, a plans examiner will perform a comprehensive review of your plans to determine in advance that the proposed work complies with the various building codes.

COMPREHENSIVE PLAN REVIEW: We define this term as an in-depth examination of construction documents to the highest possible standard to verify that the entire project will be constructed properly, will meet code requirements, and will safeguard the public health and general welfare. We review structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation, and safety to life and property.

This level of plan review not only helps the project run smoothly, but it will help avoid mistakes in the field that can quickly increase the cost of the project. When errors are caught at the plan review stage, corrections in the field are minimized - saving time and money!

You will submit a copy of your building plans, including a detailed scope of work. Plans will be marked with corrections and/or notes regarding important code guidance to help avoid common mistakes made during the building process. One set of plans will be returned to you and must be on site for all required inspections. The other set is added to the property file at the municipality office.

PLAN MARKINGS:



Red Markups like this are used to help prevent the most common errors made on specific projects. Markups notify the applicant whether specific items meet the minimum code requirements. A notation with a “cloud” or a “callout” with an arrow indicates something that is not code compliant or that needs attention. These simple marks inform the applicant of such things as: whether a header is sized adequately, that safety glazing is required in a window, that fire blocking needs to be installed, what the minimum insulation requirements are in certain areas, and other crucial requirements to meet. You should review all the markings on your plan before you begin building, in order to prevent making errors that the inspectors will require you to correct.

Plans should be to scale and dimensioned, and include information on use of rooms, wall and ceiling finishes, and lumber sizes and spacing. You can prepare your own plans, or your contractor or a drafting service can prepare them for you. 8½” x 11” sheets can be used for projects that aren’t too large; 24x36” or larger are recommended for new homes and additions. PDF’s are preferred but a legible plan able to be scanned will be accepted as well.

If your project is complex, you may find it advantageous to hire a professional designer. If your design involves complicated framing techniques or the use of steel I-beams, for example, you may be required to verify that the designs meet code as a part of the plan review process. A licensed engineer may be required to provide this verification.

Any change to an approved plan must be re-reviewed and approved before construction can continue. Additional fees apply.

SUBMISSION DOCUMENTS FOR RESIDENTIAL PERMITS:

- Completed Building Permit Application.
- A detailed site plan. (please see site plans handout)
- Septic permit at same time or certification on file.
- Land Use Permit from county. (if applicable for properties with wetlands)
- Certificate of survey **or** house staking certificate. (**New Home**)
- Certificate of survey **or** Site plan **And** certificate of survey exemption form (only if accessory structure or addition where all setbacks are clearly met)
- Energy code calculations. (if applicable)
- Any additional information as required by zoning.

COMPLETE BUILDING PLANS SHALL INCLUDE:

Footing/foundation plans, showing:

- ✓ The orientation of the drawing (using a north arrow).
- ✓ Foundation dimensions.
- ✓ Dimensions (width and thickness) of continuous footings.
- ✓ Foundation wall thickness and material (concrete, concrete masonry units, etc.).
- ✓ Pier/column footing size and locations.
- ✓ Girder/beam size and type of material. Provide size for engineered wood products.
- ✓ Dimensions (width and thickness) for any masonry chimney footings.
- ✓ Pier/column size and height. Pier or column material and size.
- ✓ Foundation anchor bolt size, location and spacing.
- ✓ Location and size of any monolithic slab grade beams supporting load bearing walls.
- ✓ Include dimensions and anchor bolt size and spacing.
- ✓ Crawl space vent size and locations.
- ✓ Crawl space access size and location. Note whether there will be any mechanical equipment installed in the crawl space.

Elevations (front, rear, & side views), showing:

- ✓ Window and door locations and exterior wall finishes.
 - ✓ Chimneys and chimney crickets.
 - ✓ Bedroom and basement emergency escape and rescue windows or doors (labeled).
 - ✓ Roof covering material (shingles, metal roofing, etc.) and ridge and/or gable vents.
 - ✓ Elevations of any decks or covered porches.
 - ✓ Garage header size and number of jack studs at each end.
 - ✓ Floor plans (each level), showing:
 - ✓ Location of interior partitions.
 - ✓ Garage separation from dwelling unit by fire resistant construction and doors.
 - ✓ Design detail and reference to a U.L. tested assembly for any tenant separation walls, floors, or ceilings in 2-family construction or for the exterior wall construction of buildings closer than 5' to a lot line.
 - ✓ Window and door location, size, and type.
 - ✓ Window and door header size, include garage and porch roof headers.
 - ✓ Labels on all rooms or spaces according to use ("kitchen," "bedroom," "storage," etc.).
 - ✓ Bathroom fixture location and type ("sink", "shower," "whirlpool," etc.).
 - ✓ Hallway width and door sizes.
 - ✓ Attic access location and size

Cross sections, showing:

- ✓ Foundation wall height from footing to sill plate.
- ✓ Slab perimeter insulation, base course material and thickness, vapor barrier, and concrete slab thickness.
- ✓ Foundation unbalanced fill height (vertical distance from interior basement slab or crawl space ground elevation to the exterior finished grade).
- ✓ Reinforcing steel size, grade (40 ksi, 60 ksi), spacing, and location for block or concrete walls and footings when required because of the amount of unbalanced fill.
- ✓ Distance from crawl space ground level to floor joists or height of basement ceiling from slab.
- ✓ Sill plate material and size. Anchor bolt diameter, length, and spacing.
- ✓ Method and materials for water proofing of basement foundations.
- ✓ Method and materials for foundation drainage system.
- ✓ Wall framing stud size, spacing, and lateral bracing method, sizes and locations.
- ✓ Ceiling height for each floor level.
- ✓ Attic soffit venting in the eaves.
- ✓ Foundation, floor, wall, and ceiling insulation R-values.
- ✓ Stairway section showing riser height and tread run dimensions, handrail dimension and height, stairway headroom clearance dimension.

Window/door schedule, indicating the following:

- ✓ Identification of each window/door relating to openings on the floor plans.
- ✓ Quantities, types, sizes, manufacturer(s) and U-factor(s) of windows/doors.
- ✓ Rough opening sizes.
- ✓ Remarks (i.e., type of material window/door is constructed of).

Floor framing (can be incorporated with foundation plan & individual floor plans), indicating:

- ✓ Engineered floor truss layout, or floor joist size, spacing and direction. Include grade and lumber species. Floor system specifications must be on site at the framing inspection.
- ✓ Girder/beam size and material. Include grade and lumber species.
- ✓ Location of any interior bearing walls.
- ✓ Location and materials for draft stopping in enclosed truss assemblies greater than 1000 ft².
- ✓ Nailing schedules for built-up columns and multi-ply beams

Roof framing, indicating:

- ✓ Ceiling joist size, spacing and direction. Include grade and lumber species.
- ✓ Engineered roof truss layout, or rafter size, spacing and direction. Include grade and lumber species. Roof system specifications must be on site at the framing inspection.
- ✓ Ridge board size.
- ✓ Collar beam size and spacing.
- ✓ Vaulted or sloped ceiling cross section showing rafter size, 1" air gap between insulation and roof decking, and size of the structural ridge beam. Location of hip and valley rafter supports for hip roofs.

Deck and porch framing, indicating:

- ✓ Deck/porch footing depth below grade, and size of footings (width and thickness).
- ✓ Type of decay-resistant lumber (pressure treated wood, cedar, etc.).
- ✓ Deck ledger board attachment to house – bolt and nail size, type, and spacing.
- ✓ Deck ledger board flashing material.
- ✓ Deck joist size, spacing, and direction.
- ✓ Deck girder size and column support spacing.
- ✓ Deck post size and method of connection to girder.
- ✓ Height of deck above finished grade.
- ✓ Type of lateral bracing method for deck.
- ✓ Deck handrail and guardrail height and intermediate guardrail member spacing.
- ✓ Deck/porch stairway rise and run, number and size of stringers, handrail dimensions.
- ✓ Deck lateral load connections.
- ✓ Joist hanger type and weight capacity at joist to ledger board connection.

NOTICE: Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved.** It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a **reinspection fee may apply.**

Note: The State of Minnesota requires all residential building contractors, remodelers, roofers, plumbers, and electricians to obtain a state license, unless they qualify for a specific exemption. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit will be issued.

Note: To determine contractor requirements, or to check the licensing status of a contractor, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

Note: For specific code requirements, contact the Metro West at 763-479-1720 or e-mail: rd.metrowest@gmail.com