

## WHAT NEEDS TO BE SUBMITTED WHEN APPLYING FOR A PERMIT

New Construction / Additions		2 sets of all submittal data	
Site Survey: SHOW building or addition location Indicate distance from property lines	Blueprint or hand-drawn plan: SHOW all three sides of addition Include door/window locations		
Footings: Size/Location/Spacing	Windows: Size of all		
Foundation details (if applicable) Block size, amount of block courses Below grade waterproofing details Sill plate anchor designation AND locations	If homeowner is doing plumbing and/or mechanical work: Show location AND amounts of plumbing fixtures Provide mechanical details		
Framing Plan: Include post and beam details (if applicable)	If hiring contractors: designate mechanical, plumbing and general contractors on permit application		
Indicate floor joists, wall studs and ceiling trusses Provide size and spacing Include size and amount of headers above doors/windows	Egress window REQUIRED in @ bedroom/sleeping room Show location AND size Energy calculations		
Roofing/siding-must be compatible with existing house	Show stairs location and dimensions		
Show smoke detectors: one in each sleeping room AND one per floor.			
Basement Finish			
Basement floor plan	Designate use AND size of each room		
Closet location(s)	Location AND size of all windows		
If hiring contractors: designate mechanical, plumbing and general contractors on permit application	Bathroom layout		
If homeowner is doing plumbing and/or mechanical work: Show location AND amounts of plumbing fixtures Provide mechanical details	Egress window REQUIRED in @ bedroom/sleeping room		
Show smoke detectors: one in each sleeping room AND one per floor.			
Decks and Porches			
Framing plan, joise size AND spacing	Stair location AND dimensions		
Size of deck AND height from grade	Rail size/height-space between railings		
Footing size AND spacing	Material list - type of material		
Beam size(s) and location	Site survey with deck location shown: Indication distance from property lines		
<i>If deck is going to be attached to a cantilever (overhang), either provide alternative method of framing support or provide proof that cantilevers and floor trusses can bear additional load of deck.</i>			
Fences			
Site Survey: Fence location shown  Designate materials to be used	Indicate height of fence: Maximum 6' height in rear yard Maximum 4' height in front yard		
Garages (Attached or Detached)			
Site survey: SHOW garage location Indicate distance from property lines	Blueprint or hand-drawn plan: SHOW all four sides of garage Include door/window locations AND sizes		
Truss size/spacing	Materials		
Foundation details (iff applicable): Footing size Block size AND number of block courses Below grade waterproofing details (iff applicable) Sill plate anchor designation AND locations	Roofing AND siding - must be compatible with existing house		
Detached garage: Provide slab details with reinforcement	Framing: Include detail size of headers above doors AND windows		
Commercial - New Construction / Additions			
Site Survey: SHOW building/addition location Indicate distance from property lines	Architect or engineer signed blueprints or plans Per MN requirements SHOW all three sides of addition		
Footings: Size/Location/Spacing	Windows: Location and size of all		
Foundation details (if applicable) Block size, amount of block courses Below grade waterproofing details Sill plate anchor designation AND locations	Show location AND amounts of plumbing fixtures Provide mechanical details		
Framing Plan: Include post and beam details (if applicable)	If hiring contractors: designate mechanical, plumbing and general contractors on permit application		
Indicate floor joists, wall studs and ceiling trusses Provide size and spacing Include size and amount of headers above doors/windows	Energy calculations Show stairs location and dimensions Grading Plan      Soils Information		
Roofing/siding-must be compatible with existing house			
Landscaping Plan	Sign Application		
Utilities (re: storm and sanitary sewer and water)			