NEW HOME CHECKLIST

REVIEW OF PLANS DOES NOT COMMENCE UNTIL ALL ITEMS HAVE BEEN SUBMITTED

☐ Completed Building Permit application with signature

☐ Certificate of Survey

☐ NPDES Escrow Form

☐ Copy of Minnesota State Residential Building Contractor or Remodeler License on file at Town Hall (if not already on file)

☐ Acknowledgement of Property Owner (if property owner is general contractor)

☐ Energy Code Compliance Worksheet

☐ Driveway Permit

☐ Septic (if applicable) – Apply for separately with Scott County

☐ CSTS Permit (applicable in Monterey Heights, South Passage, Stonebridge, and Territory)

☐ Submit plans with following information.

1. FOUNDATION PLAN – ¼” SCALE MINIMUM
   a. Completely and accurately dimensioned
   b. Footing sizes and locations
      1. Exterior and interior bearing walls
      2. Post pad footings
      3. Porch and/or deck footings
      4. Fireplace footings
   c. Brick ledge and stepped wall locations
   d. Door and window locations and sizes
   e. Interior wall construction
   f. Identify cantilevers and methods of construction
g. Identify plate materials
h. Size of all beams and headers
i. Crawl space location, access size, wall insulation
j. Floor joist site, spacing and direction
k. Identify room use by name
l. Identify unexcavated areas
m. Location of; furnace, smoke detectors, water heater, floor drains, sump pump, bathroom fixtures and water meter
n. Location and size of stairs, direction of travel
o. Provide exterior foundation details
p. Provide engineering for poured walls, identify wall thickness reinforcement size and location
q. Wood foundations – require completion of “Supplement to Building Permit for Wood Foundations”.

2. FLOOR PLANS – ¼” SCALE MINIMUM
   a. Completely and accurately dimensioned
   b. Door and window location and sizes
   c. Brick facing location
d. Identify cantilevers and methods of construction
e. Size all beams and headers
f. Floor joists size, spacing and direction
g. Identify room use by name
h. Location and size of stairs, direction of travel
i. Deck and/or porch construction
   1. Floor joist size and spacing
   2. Beam and header size
   3. Rafter/truss size and spacing
j. Attic access size and location
k. Location of fireplace, type of fireplace, hearth size
l. Rafter/truss size and spacing
m. Location of any girder trusses
n. Handrail and/or guardrail – height and spacing
o. Location of furnace flue
p. Smoke detectors and location
q. Location of plumbing fixtures and exhaust fans
r. Identify garage firewall construction

3. CROSS SECTION(S)- ¼” SCALE MINIMUM
   a. footing size: exterior and interior bearing walls
   b. drain tile
c. foundation type, size, number of courses of block, reinforcing
d. anchor bolt size and spacing
e. identify plate materials
f. identify floor joist size and spacing
g. identify flooring material
h. label foundation insulation, R-Value and vapor barriers
i. basement floor thickness
j. stairway: rise, run, headroom and handrail
k. exterior wall construction: siding, vapor barrier, sheathing (type, thickness) interior finish, stud size and spacing, sill plate material type, insulation
l. ceiling height
m. roof construction: rafter/truss size and spacing, ceiling finish, roof sheathing, ceiling vapor barrier, attic insulation, ice build-up protection, roof ventilation, soffit/fascia material, soffit ventilation, wind wash.

n. Radon vent detail

4. ELEVATIONS – ¼” OR 1/8” SCALE
   a. roof pitch
   b. roof ventilation
   c. roof overhang dimension
   d. siding material (exterior finish materials)
   e. location of doors and windows
   f. location of decks and/or porches
   g. location and height of chimney
   h. location of chimney saddle
   i. location of 4” minimum house numbers