



NEW HOME CHECKLIST

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

- Certificate of Survey
- Erosion Control Plan
- NPDES Escrow Form
- Copy of Minnesota State Residential Building Contractor or Remodeler License
(if not already on file at City Hall)
- 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 – 1/4" 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