

Residential permit and plan review checklist

Residential remodels/additions

Instructions: Applicant will review this checklist to ensure application and plans are complete.

- ☐ Apply electronically for a permit using [ePermits](#), and use [ProjectDox](#) to upload drawings
- ☐ Upload a complete set of plans, including an accurate site plan (to scale), as separate pages
- ☐ Provide a complete scope of work
- ☐ Square footage of construction
- ☐ Construction materials being used
- ☐ Floor plan view of level being remodeled, all rooms must be labeled and dimensioned
- ☐ [Erosion control permit application](#) (if applicable)
- ☐ [Completed construction management plan](#)
- ☐ [Demolition building permit](#) (if applicable, for existing structure)
- ☐ [Public Works public right of way permit application](#)
- ☐ [Complete energy code compliance certificate](#)
- ☐ U-factors and STC rating of each window and door included on plan (specific to each location)
- ☐ Window and door manufacturer's installation instructions are to be on site
- ☐ Radon mitigation design and materials shown on plans (if applicable)
- ☐ Concrete shall be a minimum of 5,000 psi for footings (batch ticket to be provided)
- ☐ Braced wall panel details and methods for the entire structure provided on plans
- ☐ Complete structural engineer specifications (if applicable)
- ☐ Typical cross sections for each wall/floor type (from base of footing to roof peak)
- ☐ Floor plans — Provide for each floor indicating use of each room. Identify basement finishing.
- ☐ Footing layout of foundation on plans - Include all details (anchor bolt spacing, reinforcement, etc.)
- ☐ [Energy code](#) — Identify on plan prescriptive methods used (table format acceptable). Illustrate compliance with radon reduction requirements.
- ☐ Emergency escape and rescue opening specifications (including window wells)
- ☐ Locations of all required safety glazing
- ☐ Any notes/details necessary to show compliance with any other requirements of the MN Residential Code (stair geometry, guardrails, smoke alarms, foundation waterproofing, fireplaces, decks, porches)
- ☐ Optional features — If your plans include optional features to be used, those must be identified and those that are not must have those features crossed off.
- ☐ Reference documents — If plans reference a document other than the IRC, a copy of that document or pertinent portions must be included with the plans. If the plans specify "roof trusses to be braced in accordance with ...", then copies of that document must be included.
- ☐ Reverse plans — Reverse plans will not be accepted. Plans must match the submitted survey.

***Separate permits are required for electrical, plumbing, mechanical, and sewer and water work associated with the project being applied for. Permits are specifically for work described on the application.**

- ☐ All contractors must provide a copy/proof of their current Minnesota State License.
- ☐ All Minnesota state building contractors and remodelers performing any renovation on any house constructed prior to 1978 must provide a copy/proof of their EPA Lead Safe Certificate.

Special structural submittals:

- ☐ Truss plans — See Minnesota Residential Code sections R502.11.4 and R802.10 for requirements.
- ☐ Truss to wall connections — If toenails are used, indicate the uplift for each truss and what combination of fasteners (ex. 16d or 10d common, box or gun nails) will be used that meet the uplift. If connectors are used, include the uplift for each truss and identify the brand, model number and resistance to uplift for each connector location.
- ☐ Engineering on any structural component not provided prescriptive requirements in the Minnesota Residential Code (structural composite lumber, structural glue-laminated members, I-joists, steel columns or beams).
- ☐ Tall walls — Supporting engineering must be provided when tall walls are used that fall outside the prescriptive requirements of the code.
- ☐ Braced walls — All braced wall lines, both interior and exterior, must be clearly identified on the drawings, and all pertinent information must be clearly identified, including but not limited to construction details, bracing method, location and length of braced wall segments, foundation requirements, attachment schedule, and braced wall segment attachment at top and bottom of segment.
- ☐ Identify load paths through the building for all point loads and how loads are transferred through the building.

***Please allow a minimum of five business days for plan reviews.
Additional documentation may be required due to variations and/or revisions of projects.***

***Plans that do not have the proper information provided will be returned to the applicant.
Revised plans must be submitted whenever changes in the original plan occur.***