

# RESIDENTIAL NEW HOME CONSTRUCTION CHECKLIST

SITE ADDRESS: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

## SUBMISSION CHECKLIST

Incomplete applications **will not** be forwarded to the Building Inspections Department for plan review.

- Completed and Signed Building Permit Application, Plumbing Permit Application and Mechanical/Heating Permit Application, include all Bond Numbers
- 2 Sets of Building Plans (Floor Plans and Elevations)
- 2 Sets of Site Plans illustrating building dimensions, lot lines and setbacks
- Roof / Floor Truss Specs
- Energy Calculations (MN Check or RES Check)
- Combustion Makeup Air Worksheet
- Certificate of Grading (if applicable)

## FEATURE CHECKLIST

### PLEASE CHECK ALL ITEMS THAT WILL BE INCLUDED IN THE CONSTRUCTION OF THIS HOME.

All items checked below may need to be installed and completed before a Certificate of Occupancy can be issued for this new home. If any of the items below are added to the plan after the building permit has been issued, an additional permit will be required.

- Finished Basement
  
- Deck
- 3-Season Porch
- Gas Fireplace  
Quantity: \_\_\_\_\_
- Masonry/Wood Fireplace  
Quantity: \_\_\_\_\_
- In-Floor Heat – Wirsbo
- Geothermal System
- Other: \_\_\_\_\_
  
- Retaining Wall - maximum height = \_\_\_\_\_ (retaining walls are measured from the bottom of the foundation to the top of the block (wall))

## FOUNDATION INFORMATION

Typical Footing Size ..... \_\_\_\_\_ x \_\_\_\_\_

Foundation Type .....	Masonry <input type="checkbox"/>	Poured Wall <input type="checkbox"/>	ICF <input type="checkbox"/>	Wood <input type="checkbox"/>
Foundation Thickness .....	8-inch <input type="checkbox"/>	10-inch <input type="checkbox"/>	12-inch <input type="checkbox"/>	Other _____
ICF ONLY .....	5.5-inch <input type="checkbox"/>	7.5-inch <input type="checkbox"/>	9.5-inch <input type="checkbox"/>	Other _____
Design Criteria .....	Conventional <input type="checkbox"/>	Engineered <input type="checkbox"/>	IRC Tables <input type="checkbox"/>	

Maximum Foundation Wall Height      4'    5'    6'    7'    8'    9'    10'      Other \_\_\_\_\_

Vertical Reinforcement Size and Spacing      \_\_\_\_\_ rebar      \_\_\_\_\_ inch o.c.

Waterproofing/Damp-proofing \_\_\_\_\_  
(Product type)

Foundation Drainage System Type \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date