

REQUIRED DOCUMENTATION

Call Building Codes – 218-299-5424 for questions

All requests for building permits for new one and two family dwellings and accessory buildings or for additions to existing residential or accessory structures must be accompanied by the following plans:

1. Plot Plan (no exceptions) to include:
 - a. address and legal description
 - b. lot size
 - c. the location and size of all existing buildings, proposed buildings, additions and any projections
 - d. the distance from all buildings to all property lines
 - e. impervious surface and building coverage calculations
 - f. any easements
2. Foundation plans
 - a. location of rebar ufer bar (ground rod)
3. Floor plans including window schedule (*)
4. Complete cross section showing drawings of building and foundation walls, including energy requirements
5. Two elevations minimum
6. Truss drawings
7. Details or notes on any unusual construction techniques or soil conditions
8. Radon System Passive or active and location
9. Storm water permit application
10. Appliance (heating and cooling) specs including efficiency ratings (*)
11. Indicate what type of mechanical ventilation system will be installed to meet R403.5 of the new energy code. (*)

All plans must be neat, drawn to scale, and clearly indicate the nature and extent of the work. No permits will be issued until complete plans are made available for review. No work will be permitted to start before the permit is issued, and no plumbing or mechanical permits will be issued prior to obtaining a building permit. Plans must be submitted at least two working days in advance of the date you wish to obtain the permit.

* Not required for accessory buildings