

Building Permit Submission Checklist

APPLIES TO ALL DETACHED SINGLE FAMILY AND
TWO FAMILY DWELLINGS CLASSIFIED AS
GROUP R, DIVISION 3 OCCUPANCIES

BUILDING PERMIT SUBMISSION CHECKLIST

- | | | |
|-------|-------|---|
| _____ | _____ | Building Permit Application (completed and signed) |
| _____ | _____ | Plumbing Permit Application (completed and signed)
(including State Bond Number) |
| _____ | _____ | Mechanical / Heating Permit Application (completed and signed) |
| _____ | _____ | Energy Calculations (Mandatory requirement) |
| _____ | _____ | Energy Code Worksheet (Completed) |
| _____ | _____ | 2 Sets of Building Plans for the construction |
| _____ | _____ | 2 Sets of Site Plans (or Surveys, if required) illustrating building dimensions, lot lines and setbacks |
| _____ | _____ | Roof Truss Specs (if applicable) |

****PLEASE NOTE:** Omission of the above information may cause a delay in building permit approval up to 2-weeks.
PLEASE VERIFY REQUIRED INFORMATION IS INCLUDED IN YOUR SUBMISSION.

*****INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED TO THE BUILDING INSPECTION DEPARTMENT**

Thank you for your cooperation!

HEART OF THE LUCE LINE TRAIL

309 Lewis Avenue South, P.O. Box 279, Watertown, Minnesota 55388
(952) 955-2681 – FAX (952) 955-2695 – E-mail: info@ci.watertown.mn.us