

# 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 \_\_\_\_\_

# COMBUSTION AIR/MAKE-UP AIR WORKSHEET

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Total floor Area (including basement): \_\_\_\_\_

Size of Room with Combustion Equipment: \_\_\_\_\_

Average Ceiling Height \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

**\*Check all that apply**

**Year Home was Constructed**

Pre-1994

1994-2003

2004 and After




**Combustion Equipment (Existing & New)**

	Atmospheric Vent	Fan Assist/ Power Vent	Direct Vent	Electric
Water Heater Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fireplace**

Gas Direct Vent	Gas Log Insert	Wood Burning Solid Fuel	Factory Wood Burning Solid Fuel Closed Combustion Air
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Ventilation System/Per Energy Code, Not Mechanical Code**

Exhaust Only	Balanced(HRV/ERV)	None
<input type="checkbox"/> Fan 1 CFM: _____ <input type="checkbox"/> Fan 2 CFM: _____	<input type="checkbox"/>	<input type="checkbox"/>

**Exhaust Systems**

	Yes		No	
Kitchen	<input type="checkbox"/>	CFM: _____	<input type="checkbox"/>	CFM: _____
Central Vacuum	<input type="checkbox"/>	CFM: _____	<input type="checkbox"/>	CFM: _____
Bath Fan	<input type="checkbox"/>	CFM: _____	<input type="checkbox"/>	CFM: _____
Other	<input type="checkbox"/>	CFM: _____	<input type="checkbox"/>	CFM: _____

**BUILDING PERMIT APPLICANT: PROPERTY OWNER**

I understand that the State of Minnesota requires all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house/building myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house/building for which I am applying for this permit, located at \_\_\_\_\_, is the first residential structure I have built or improved for the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house/building and I understand some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling and/or roofing activity is a misdemeanor under Minn. Stat. 326.92, subd.1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project and applicant of this permit, I am solely and personally responsible for any violations of the state building code and/or city ordinance in connection with the work performed on this property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Property Owner – Print Name

\_\_\_\_\_  
Date

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce, Enforcement Division, at (651) 296-2594, or toll-free at 1-800-657-3602.

*The purpose of this optional form is to have the "home-owner" acknowledge their responsibility of code and statute issues in the building of their home when they are acting as a general contractor.*