



NEW SINGLE FAMILY DWELLINGS PERMIT SUBMITTALS

(REVISED 10/28/2015)

SITE ADDRESS: _____

APPLICANT: _____ **PHONE #:** _____

Please print

Check appropriate box

- ONE** signed filled out Building permit application including general contractor and sub-contractors names and current license numbers, addresses, phone numbers, and emails.
- PLAT and Addresses must be recorded prior to submission of the permit application
- TWO** copies of detailed plans, drawn to scale including but not limited to;
 - Foundation/footing plan(s) & engineered foundation wall design and insulation,
 - Radon control system and location,
 - Floor plan(s) including all beam and joist manufacturers, sizes and spacing,
 - Braced wall layout plan(s) indicating braced wall panel locations, type and connections,
 - Cross section(s), elevation plan(s), and stairway details,
 - Thermal envelope and insulation values in all exterior walls, foundations, rims, floors and ceilings.
- TWO** copies of Certificate of Survey to scale (max 11 x 17) prepared by a Minnesota registered land surveyor complying with City Survey requirements including elevations and setbacks.
- ONE** copy of Insulation and Fenestration (air leakage) requirements written on plans or separate sheets verifying compliance with Minnesota Energy code section R402 climate zone 6 including but not limited to:
 - Energy code Table R402.1.1, including R-values, fenestration U-factors and SHGC's.
 - R-value computation methods utilized per R402.1.2.
 - U-factor alternative, if used, per R402.1.3.
 - Total UA alternative, if used, per R402.1.4.
- ONE** copy of documentation verifying compliance with mechanical provisions of Minnesota Energy code section R403 including but not limited to:
 - Equipment system controls and ventilation system fan efficiencies
 - Calculated heat loss/gain and calculated cooling load verifying HVAC sizing.
 - Balanced mechanical ventilation calculations verifying compliance with table R403.5.2.
- ONE** copy of International Fuel Gas Code (IFGC) Appendix E, Worksheet E-1 calculating combustion air size or IFGC Table 304.1, combustion air requirements for gas fired appliances.
- ONE** copy of International Mechanical Code (IMC) Table 501.4.1 calculating makeup air quantity.
- ONE** Natural Resources Permit Application (NRMP) if required. Contact Natural Resources at 952-953-2400.
- TWO** copies of Landscaping certified plans if required. Contact Natural Resources 952-953-2400.
- ONE** copy of Plumbing, Electrical, Mechanical, Architectural, Structural 18x24 plans once all revisions are made and approved and prior to permit issuance.

The above submittals define a **complete application** for a Building Permit for a new single-family dwelling. (MSBC 1300.0130). **Complete applications** will be accepted for developments that are approved and open for permits. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur. You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.

CERTIFICATE OF SURVEY REQUIREMENTS FOR SUBMITTAL

LEGAL DESCRIPTION OF PROPERTY

1. Lot number
2. Block number
3. Subdivision name
4. Name, address and phone number of general contractor

LOT DESCRIPTION

1. Lot dimensions
2. Easements along property line
3. Special drainage or utility easements, if any
4. Existing lot elevations at:
 - a. Lot corners
 - b. Lot lines adjacent to major building corners
 - c. Top of curb at each corner and at center line of proposed driveway
5. Proposed lot elevations at:
 - a. Lot corners, if changing
 - b. Spot elevations for drainage, if swaled through lot
 - c. Spot elevation on major contour changes
6. Arrows indicating direction of surface drainage

BUILDING INFORMATION

1. Building elevations
 - a. Lowest floor
 - b. Top of block
 - c. Garage slab
 - d. Lookout/egress windows
 - e. Top of enclosure around egress window
2. Existing ground elevations at building corners
3. Proposed ground elevations at building corners and center of back of building
4. Building dimensions
5. Setback dimensions
6. Dimensions from building corners to lot lines
7. Type of basement
 - a. Standard walkout
 - b. Split entry walkout
 - c. Lookout windows

New Construction Energy Code Compliance Certificate

Per 1322.R401.3 Certificate, a building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Posted



Mailing Address of the Dwelling or Dwelling Unit	City
Name of Residential Contractor	MN License Number

City
MN License Number

THERMAL ENVELOPE										RADON SYSTEM		
Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply								Passive (No Fan)		
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isoocyanurate	Active (With fan and monometer or other system monitoring device)		
Below Entire Slab											Specify Location of Fan:	
Foundation Wall											Other Please Describe Here:	
Perimeter of Slab on Grade											Type in location: interior exterior or integral	
Rim Joist (Foundation)											Type in location: interior exterior or integral	
Rim Joist (1 st Floor+)											Type in location: interior exterior or integral	
Wall												
Ceiling, flat												
Ceiling, vaulted												
Bay Windows or cantilevered areas												
Bonus room over garage												
Crawl Space Wall												
Describe other insulated areas												

Windows & Doors	Heating or Cooling Ducts Outside Conditioned Spaces
Average U-Factor (excludes skylights and one door) U:	Not applicable, all ducts located in conditioned space
Solar Heat Gain Coefficient (SHGC):	R-value

MECHANICAL SYSTEMS				Make-up Air <i>Select a Type</i>	
Appliances	Heating System	Domestic Water Heater	Cooling System	Not required per mech. code	
Fuel Type				Passive	
Manufacturer				Powered	
Model				Interlocked with exhaust device. Describe:	
Rating or Size	Input in BTUS:	Capacity in Gallons:	Output in Tons:	Other, describe:	
Structure's Calculated	Heat Loss:		Heat Gain:	Location of duct or system:	
Efficiency	AFUE or HSPF%		SEER:		
			Calculated cooling load:	Cfm's	
				" round duct OR	
				" metal duct	

Mechanical Ventilation System						Combustion Air <i>Select a Type</i>	
Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):						Not required per mech. code	
<i>Select Type</i>						Passive	
Heat Recover Ventilator (HRV) Capacity in cfm's:	Low:		High:		Other, describe:		
Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:		High:		Location of duct or system:		
Continuous exhausting fan(s) rated capacity in cfm's:							
Location of fan(s), describe:						Cfm's	
Capacity continuous ventilation rate in cfm's:						" round duct OR	
Results of required duct system & building envelope air leakage testing:							
Total ventilation (intermittent + continuous) rate in cfm's:						" metal duct	



City of Apple Valley Residential Building Permit Application

7100 147th Street W, Apple Valley MN 55124

952-953-2588

ALL INFORMATION IS REQUIRED

Site address _____

Property Owner _____ Phone _____

Address (if different from site address) _____

Contractor _____ Phone _____

Email Address _____

Address _____ City _____

State _____ Zip _____ Contact Name _____ Phone _____

State of MN contractor license # _____ License Verification _____

(Office Use Only)

WORK DESCRIPTION: (Specify Square Footage and Specific Work to be Completed)

\$ _____ **Valuation of Work (Labor and Materials)**

A building permit is issued on the condition that all work shall be done in accordance with the Apple Valley City Code. Required inspections must be scheduled and approved for each project.

Applicant is: _____ Property Owner _____ Contractor _____ Other _____

Signature of Applicant _____ Date _____

FOR CITY OF APPLE VALLEY USE ONLY!

Building permit \$ _____ Surcharge \$ _____ Total \$ _____

Date paid _____ Check# _____ Permit # _____

Reviewed By: _____ Separate Permits Required _____ Electrical _____ Plumbing _____ Mechanical _____ Fire Sprinkler _____

Inspections Required		
____ Footing	____ Framing/60 minutes	____ Wrap
____ Foundation	____ Framing/30 minutes	____ Ice and Water
____ Miscellaneous	____ Insulation/Energy	____ Retaining Wall (____ Footing ____ Backfill ____ Final)
____ Poured Wall	____ Fire Rated Assemblies	____ Concrete Slab/Under Floor (example Radon)
____ Final	____ Lath	____ Siding (____ Stone ____ Stucco ____ Brick)

____ Sprinkled _____ Non-Sprinkled