



NEW SINGLE FAMILY DWELLINGS PERMIT SUBMITTALS CHECKLIST

(REVISED 4/3/2018)

SITE ADDRESS: _____

APPLICANT: _____ **PHONE #:** _____

Please print

Check appropriate box

- Submit **ON LINE** 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
- Submit detailed plans 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.
- Submit with building plans, a 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.
- Submit with building plans, 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.
- Submit with building plans, 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.
- Submit with building plans, 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.
- Submit International Mechanical Code (IMC) Table 501.4.1 calculating makeup air quantity.
- Apply on line for a Natural Resources Permit Application (NRMP) if required. Contact Natural Resources at 952-953-2400.
- Submit 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.

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



Apple Valley

Mailing Address of the Dwelling or Dwelling Unit
 Name of Residential Contractor

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, Isoyurate	Active (With fan and monometer or other system monitoring device)	
Below Entire Slab											
Foundation Wall											Type in location: interior exterior or integral
Perimeter of Slab on Grade											
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:		XXXXXXXXXX		Heat Gain:		Location of duct or system:
Efficiency	AFUE or HSPF%		XXXXXXXXXX		SEER:		
			XXXXXXXXXX		Calculated cooling load:		Cfm's
			XXXXXXXXXX				" round duct OR
			XXXXXXXXXX				" 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	

CERTIFICATE OF SURVEY

Building Permit & Asbuilt Submittal Requirements

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 corner
 - b. Spot elevations for drainage, if swaled through lot
 - c. Spot elevation on major contour changes
6. Arrows indicating direction of surface drainage
7. Service Location

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. Full basement
 - c. Lookout

* Certificates shall be signed by a Licensed Land Surveyor in the State of MN