



City of **Apple Valley**

7100 147th Street West
Apple Valley, MN 55124-9016

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www.cityofapplevalley.org

NEW SINGLE-FAMILY DWELLINGS PERMIT CHECKLIST

SITE ADDRESS: _____

APPLICANT: _____ **PHONE #:** _____

Please print

- General contractor and sub-contractors' names, current license numbers, addresses, phone numbers, and email addresses.
- PLAT and Addresses recorded prior to submission of the permit application.
- Submit detailed, digital plans to scale on the City of Apple Valley Website including but not limited to:
 - Foundation/footing plan(s) and 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 (maximum paper size 11x17) 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 online for a Natural Resources Permit Application (NRMP) if required. Contact Natural Resources at 952-953-2464.