

**ADDITION AND NEW HOUSE PLAN CHECKLIST
(INCLUDING GARAGES, SCREEN PORCHES, SHEDS, GAZEBOS, ETC.)
MINNETONKA BUILDING DIVISION**

The following items **MUST BE INDICATED** on the plan pages before submitting to the building division for review. Verify **ALL** items that apply are on your plans, then sign and date the checklist. ***SITE PLAN MUST BE INCLUDED ***

1. Foundation Plan Page showing all of the following:
 - Footing Type (*Strip, Pad, Pier, Etc.*)
 - Footing Size and Spacing
 - Footing Location
 - Footing Reinforcement
 - Sub Slab radon Mitigation System (New Homes)

2. Framing Plan Page (*Each Level on a Separate Page*) showing all of the following:
 - Room Description (Bedroom, Great Room, Kitchen, Etc.)
 - Ceiling Height of All Rooms
 - Garage/House Separation Including Rated Door to House
 - All Walls and Openings (*Bearing and Non-Bearing*)
 - Braced wall Lines
 - All Header/Beam Type and Size at Location
 - Floor Framing Type (*Concrete, Joist, Trusses, Etc.*)
 - Floor Framing Size and Spacing
 - Roof Framing Type (*Trusses, Rafters, Etc.*)
 - Roof Framing Size and Spacing
 - Crawl Space Access Location
 - Attic Access Location
 - All Deck and/or Porch Framing Details
 - Radon Piping

3. Cross-Section Plan Page showing all of the following:
 - Footing Size and Depth
 - Foundation Wall Type and Size (*Block, ICF, Poured, Etc.*)
 - Foundation Wall Reinforcement
 - Foundation Wall Height and Grade Line
 - Foundation Wall Exterior Waterproofing Type and Specs (*Poly-Wall, Tuff-N-Dri, Watchdog, Etc.*)
 - Foundation Wall Interior Framing Stud Size and Spacing
 - Foundation Wall Insulation Type and R-Value – Interior, Exterior
 - Foundation Wall Interior Covering (Drywall, Paneling, Etc.)
 - Treated Sill Plate Size
 - Sill Bolt Size and Spacing
 - Rim Joist Insulation Type, R-Value and Specs (*Comfort Foam, Duraseal, Icynene, Thermax, Etc.*)
 - Deck and/or Porch Attachment at Insulated Rim
 - Exterior Wall Covering (*Vinyl Siding, Cedar Shakes, Stucco, Stone Veneer, Brick, Etc.*)
 - Exterior Wall Weather Barrier (*Tyvek, 2 Layers Grade-D Paper, Etc.*)
 - Exterior Wall Sheathing Type and Size (*OSB, Plywood, Etc.*)
 - Braced Wall Lines

3. (continued)
- Exterior Wall Framing Size and Spacing (Studs, Plates, Etc.)
 - Exterior Wall Insulation Type and R-Value
 - Exterior Wall Interior Vapor Barrier (Warm Side of Insulation)
 - Exterior Wall Interior Covering (Drywall, T&G Paneling, Etc.)
 - Rigid Windwash Barrier
 - Roof Covering (*Asphalt Shingles, Cedar Shakes, Etc.*)
 - Roof Underlayment and Ice Dam Protection
 - Roof Sheathing Type and Size (*OSB, Plywood, Etc.*)
 - Roof Framing Size and Spacing (Trusses, Rafters, Etc.)
 - Attic Ventilation (*1" Air Space, Air Chutes, Vents, Etc.*)
 - Attic Insulation Type and R-Value
 - Ceiling Interior Vapor Barrier (Warm Side of Insulation)
 - Ceiling Interior Covering (Drywall, T&G Paneling, Etc.)
4. Elevation Plan Page showing all of the following:
- All Sides of New House and/or Addition From Foundation Thru Roof (Including Existing Structure that Addition is to be Attached to)
5. Additional Items that must be included with plans:
- Structural Engineering for Tall Walls Over 10' High (*2-Story Entry, Vaulted Great Room, Etc.*)
 - Structural Engineering for Narrow Walls that do not meet the Braced Wall Requirements of the Code (*Gable End Garage Walls, Areas with Large Windows, Etc.*)
 - Engineering for All Steel Beams
 - Evaluation Report and Product Specs for Foundation Waterproofing
 - Evaluation Report and Product Specs for Spray Foam Insulation
 - Mechanical Ventilation Requirement Worksheet (*New Houses*)
 - Evaluation report for Composite Decking
6. For New Homes: Required Energy Forms must be included with plans:
- New Construction Energy Code Compliance Certificate
 - New Construction Energy Code – Lighting Schedule
 - Ventilation, Makeup and Combustion Air Calculations Submittal Form for New Dwellings

I have looked through the plan and confirmed that all the above information is indicated on the pages being submitted.

Signature

Date

Print Name

**SITE PLAN REQUIREMENTS:
NEW HOUSES, ADDITIONS, ACCESSORY BUILDINGS**

A site plan must be submitted with all building permit applications. Building permits will be accepted **ONLY** if the associated site plan includes all of the following:

GENERAL INFORMATION

- North Arrow
- Streets Labeled
- Scale

PROPERTY INFORMATION

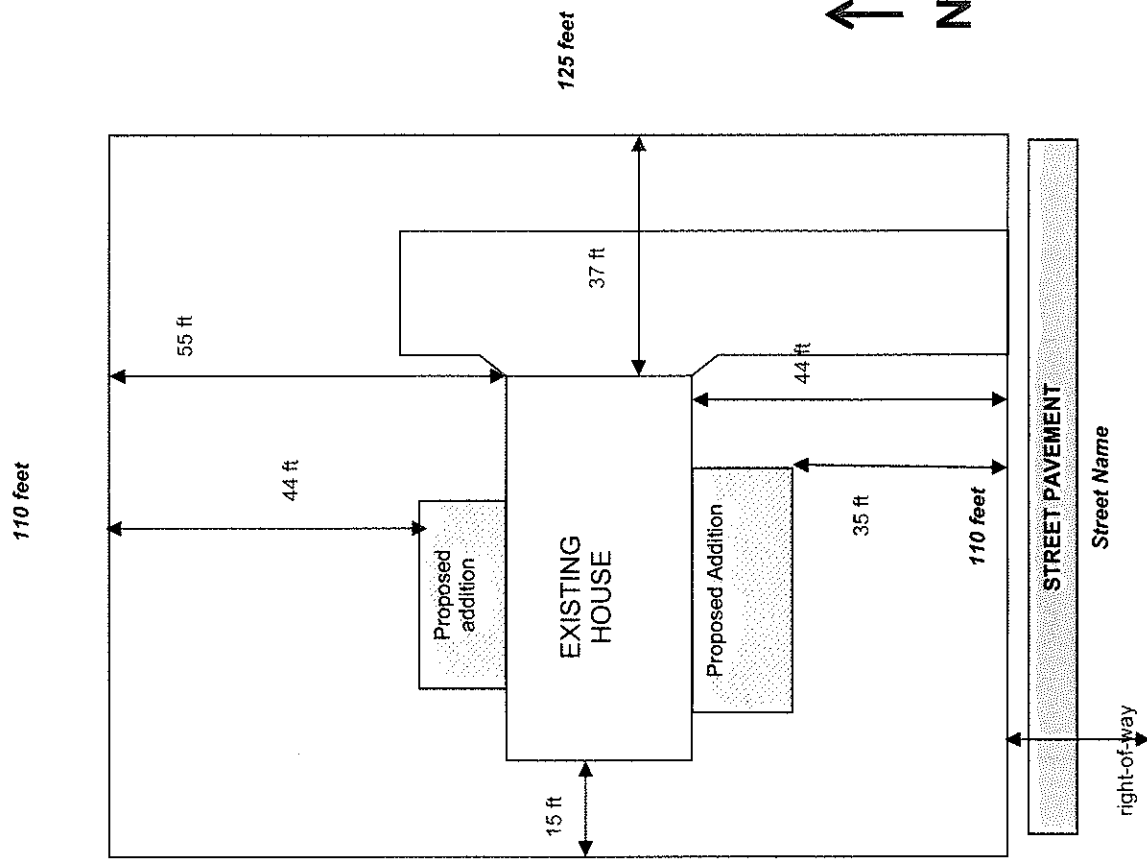
- All lot lines with dimensions
- All known easements
- Driveway location

STRUCTURE INFORMATION

- All existing structures (principal and accessory structures)
- All proposed additions:
 - Clearly labeled
 - Drawn to scale
 - Drawn with straight edge
- Setbacks from all property lines. Setbacks must be measured perpendicular from the property line to the closes point of the structure.

A GRADING AND EROSION CONTROL PLAN IS ALSO REQUIRED.

DEPENDING ON THE LOCATION OF THE PROPOSED CONSTRUCTION OR SITE CONSTRAINTS, THE CITY MAY REQUIRE A REGISTERED SURVEY RATHER THAN A SITE PLAN.



1 INCH = 30 FEET

**GRADING AND EROSION CONTROL PLAN
REQUIREMENTS:
NEW HOUSES, ADDITIONS, ACCESSORY BUILDINGS**

A grading and erosion control plan must be submitted with all building permit applications. A grading and erosion control plan is a site plan that includes additional information. Building permits will be accepted **ONLY** if the associated grading and erosion control plan includes all of the following:

GENERAL INFORMATION

- Adjacent wetlands, lakes, or creeks
- Temporary stockpile locations
- Temporary rock entrance

DRAINAGE

- Direction of drainage clearly indicated
- Silt fence location*

TREES

- Significant trees adjacent to construction (Shade trees > 8-inch diameter) (Conifers > 15 feet tall)
- Significant trees to be removed clearly indicated
- Tree protection fencing*

