

## MINIMUM REQUIREMENTS FOR PLANS SUBMITTED FOR HEATED & OR AIR CONDITIONED ADDITIONS

### Application:

To obtain a building permit an application for building permit must be completed, signed and submitted on the original form along with the submittal documents described.

### Submittal Documents:

1. Site survey drawn to scale, including grading and drainage information. (2 copies required signed by a state registered surveyor)
2. Cast in place foundation designed and signed by a state registered engineer – if this type of foundation is proposed.
3. Energy code compliance work sheets. Designate category one 7670 or 7672 and supply all information demonstrating compliance with energy code including but not limited to R-values when heated and cooled. (1 copy required)
4. Completed contractor list form
- 5a. Structural scaled drawings from footings to roof including but not limited to headers, beams and other structural elements (2 copies required).
  - b. Floor plan showing intended use of space
  - c. Exterior/Interior finish materials
  - d. Section drawing
  - e. Elevation drawing
  - f. Flashing / weather proofing ext. Penetrations including but not limited to windows, doors, ducts and flues
6. Proposed fireplace make, model and fuel type when applicable
7. Location of attic access and size
8. Attic ventilation system
9. Smoke detector locations
10. Bedroom and basement egress window when applicable including area well specs.
11. Crawl space access locations and size
12. Roof and wall sheathing material type and thickness
13. Stair system information interior or exterior when applicable

14. All other information required to determine proposed project will comply with city ordinances and building code

**Information on plans and specifications:**

Plans and specifications shall be drawn to scale and be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the state building code and all relevant laws, ordinances and regulations.

## REQUIRED INSPECTIONS FOR HEATED & OR AIR CONDITIONED ADDITIONS

1. **Masonry Block Foundation**
  - a. Footing prior to pouring of concrete
  - b. Foundation after insulation and water-proofing and prior to backfilling
2. **Poured Concrete Foundation Walls**
  - a. Footing prior to pouring of concrete
  - b. Foundation wall forms set with steel in place prior to pouring wall
  - c. Foundation after insulation and water-proofing and prior to backfilling
3. **Heating Rough-in**
4. **Plumbing Rough-in**
5. **Electrical Rough-in (Done by the State)**
  - a. Heating, Plumbing and Electrical Rough-ins approved prior to requesting a framing inspection
6. **Framing Rough-in**
  - a. Including wall sheathing nailing pattern/ice dam protection inspection, wind wash protection and roof ventilation
7. **Fireplace Inspection (Masonry or Factory Built)**
8. **Gas Piping (main and appliance lines, visual and 1<sup>st</sup> and 2<sup>nd</sup> air test)**
9. **Insulation and Vapor Retarder**
  - a. Framing approved and house fully weather protected prior to insulation inspection request
10. **Stucco Lath inspection prior to Brown Coat**

**Note:** Building Code requires 2 layers grade D paper over wood product sheathing
11. **Final Heating**
  - a. ORSTAT Test required, evidence of soap testing manifold valve assembly that is not under air test
12. **Final Plumbing**
13. **Electrical Final (Done by the State)**
14. **House Final**

**Note:** Certificate of Occupancy required prior to moving into house!!

### INSPECTIONS WILL NOT BE SET UP WITHOUT THE FOLLOWING

1. Permit number
2. Site address
3. Type of inspection
4. Date and time you would like the inspection

Call our office for inspection set-up at (651) 452-1850, Monday thru Friday 8:00am to 4:30pm.  
Whenever possible please call and schedule two (2) days in advance

Post temporary street address at job site

Approved/corrected plans to be on job site for inspectors' reference

Inspection card to be posted for inspector's signature

Permanent address numbers minimum 4 inches tall to be installed before final inspection

Driveway max 25' feet at street (Driveway as per Detail Sheet M-2)

revised 04/07/04

