



## **NEW HOME CONSTRUCTION PERMIT APPLICATION CHECKLIST**

CITY OF STILLWATER, Building Department  
216 North Fourth Street, Stillwater, MN 55082  
651-430-8825, fax 651-430-8810

### **New Residential Construction**

- ☐ 1. Building Permit Application - completely filled out, dated and signed
- ☐ 2. Certificate of Survey which includes required grading information and zoning setbacks to all property lines.
- ☐ 3. 2015 New Construction Energy Code Compliance Certificate
- ☐ 4. Copy of State License
- ☐ 5. Property owner is responsible for obtaining HOA approval (if applicable).
- ☐ 6. Two (2) sets of **complete** scaled construction plans which include:

#### **Foundation Plans**

- ☐ 7. Complete and accurately scaled dimensions.
- ☐ 8. Footing sizes and locations.
- ☐ 9. Poured foundations - identify wall thickness, reinforcement size, and include engineered cast-in-place concrete foundation wall designs.  
CMU Block foundations – block size, number of courses, vertical reinforcement and anchor bolt locations
- ☐ 10. Brick ledge and stepped wall locations
- ☐ 11. Door and window locations and sizes
- ☐ 12. Identify plate materials
- ☐ 13. Identify unexcavated areas
- ☐ 14. Location and size of stairs, direction of travel
- ☐ 15. Drain tile system locations (exterior is required), type (gravity or mechanical) and materials used.

#### **Floor plans, elevations, framing and structural details**

- ☐ 16. Completely and accurately scaled dimensions for each level.
- ☐ 17. Identify room use by name
- ☐ 18. Interior wall construction materials
- ☐ 19. Identify cantilevers and method of construction
- ☐ 20. Location of furnace, water heater, floor drain(s), sump pump, bathroom fixtures, water meter, smoke/carbon monoxide detector(s).
- ☐ 21. Door and window location and sizes
- ☐ 22. Identify fall protection, egress, and safety glazing
- ☐ 23. Brick/stone facing location
- ☐ 24. Identify cantilevers and method of construction

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- ☐ 25. Size of all beams and headers
- ☐ 26. Floor joists size, spacing, direction and lateral bracing information.
- ☐ 27. Bearing points for concentrated load paths
- ☐ 28. Braced wall panel locations and methods used
- ☐ 29. Identify room use by name
- ☐ 30. Location and size of stairs, direction of travel
- ☐ 31. Attic access size and location
- ☐ 32. Location of fireplace, type of fireplace
- ☐ 33. Rafter/truss size and spacing
- ☐ 34. Location of any girder trusses
- ☐ 35. Handrail and/or guardrail – height and spacing
- ☐ 36. Smoke/carbon monoxide detector(s) location
- ☐ 37. Location of plumbing fixtures and exhaust fans
- ☐ 38. Identify garage firewall/ceiling construction
- ☐ 39. If decks or porches are part of new construction, give complete construction details. See Deck handout for all required construction details.

**Cross Section Plans**

- ☐ 40. Footing size – exterior and interior bearing walls
- ☐ 41. Drain tile location
- ☐ 42. Foundation type, size of poured wall or CMU and reinforcing
- ☐ 43. Anchor bolt size and spacing
- ☐ 44. Identify plate materials
- ☐ 45. Identify floor joist size and spacing
- ☐ 46. Identify fire protection of floors
- ☐ 47. Identify flooring material
- ☐ 48. Label foundation waterproofing, insulation, R-value and vapor barriers
- ☐ 49. Basement floor thickness
- ☐ 50. Stairway – rise, run, landing dimensions, headroom, handrail and guardrail
- ☐ 51. Exterior wall construction: siding, weather resistive barrier, sheathing material and thickness, stud size and spacing, sill plate material, insulation type and R-Value, vapor barrier and gypsum or wall finish material.
- ☐ 52. Ceiling height
- ☐ 53. Roof construction including: approved roof covering, underlayment, ice barrier, sheathing material and thickness, rafter/truss size & spacing, roof ventilation, wind wash, uplift protection, insulation type and R-value and ceiling finish.
- ☐ 54. Radon system: Passive or Active. All details including gravel depth, vapor retarder, horizontal and vertical vent pipes, attic clearance, junction box, etc. (See radon handout for more detail.)

Elevation Plans for All Sides of the Building

- ☐ 55. Roof pitch
- ☐ 56. Roof ventilation
- ☐ 57. Roof overhang dimension
- ☐ 58. Siding material (exterior finish materials)
- ☐ 59. Location of doors and windows
- ☐ 60. Location of decks and/or porches
- ☐ 61. Location of 4 inch minimum house numbers

You will be called as soon as your permit is reviewed and approved by all departments.

Separate permits are required for plumbing, HVAC, electrical and sewer and water connections.

## **GRADING PLAN FOR RESIDENTIAL BUILDINGS**

Every proposed new building requires a grading plan to be submitted with the building permit plans. The following items are required to be shown on the proposed grading plan:

1. The location of the building, type of building (R, LO, WO, etc.) driveway, tree cover (every tree over 6" in diameter shall be individually located on the plan), wetlands, drainage ways or ditches, city streets, neighboring structures, easements, including trail, conservation, drainage and utility and other significant features.
2. The existing elevation (MSL) of the building pad, neighboring structures, top of curb at the driveway, wetlands elevation, all lot corners and any drainage structures.
3. The proposed elevation (MSL) of the first floor, lowest floor, garage floor, walk-out (if any), high or low points (breaks in grade). Percent grade of driveway, maximum 8 percent.
4. Drainage arrows showing the route of run off across the lot with proposed elevations (MSL) of drainage swales.
5. Location of erosion control. A silt fence or other erosion control method will be required along the flow path to the wetland.
6. Any retaining walls with top and bottom wall elevations, steep slopes, or other special grading features should be denoted.
7. Name and contact phone number of homebuilder and landscaper who does final grade.
8. Property addresses are required.

An as-built grading plan, which verifies all items listed above, will be required to be submitted along with a request for release of escrow funds to the engineering department before the grading escrow will be refunded. The following items are required to be submitted on the as-built grading plan:

1. The location of the building, driveway, tree cover, wetlands, drainage ways or ditches, city streets, neighboring structures, and other significant features.
2. As-built elevation of all lot corners.
3. As-built of the first floor, garage, basement or walkout.
4. Elevation of swale with drainage arrows verifying minimum slope.
5. Name and contact phone number of homebuilder and landscaper who does final grading.
6. Property addresses are required.

A cash escrow in an amount established by resolution shall be paid before a building permit is issued for all new construction. The fees are as follows:

Residential dwellings: \$2,500.00 grading escrow  
\$ 250.00 engineering fee (non-refundable)

The cash escrow shall be returned to the permit applicant, without interest, upon successful completion of all of the following:

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1. Submit the as-built grading plan along with the request for release of escrow funds.
2. Written certification from a registered engineer or land surveyor that the grades and elevations are in conformance with the City approved grading plan and verification by a surveyor that permanent iron monuments are in place at each lot corner.
3. Water service curb box access cover at finished grade and curb box valve operable.
4. City has reviewed the as-built survey and inspected the property to assure drainage and all erosion control is working effectively.
5. All damaged curb and sidewalk as a result of home construction is repaired, inspected and approved by the Engineering Department.

If the escrow items are not completed within 60 days, excluding the time between October 1<sup>st</sup> and May 1<sup>st</sup> of issuance of a Certificate of Occupancy, the City may enter the lot, perform the work, and apply the cash escrow toward the cost, plus administrative fees.

In addition to the cash escrow, an escrow administration fee in an amount established by resolution shall be paid before a permit is issued for all permits requiring escrow per Ordinance Section.

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