



# Building Inspections

## Positioned to Thrive

### NEW SINGLE FAMILY DWELLINGS PERMIT SUBMITTALS

(REVISED 05/22/17)

**SITE ADDRESS:** \_\_\_\_\_  
**APPLICANT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

Please print

✓ **Check appropriate box**

- ONE** signed filled out Building permit application including general contractor and sub-contractors names and current license numbers, addresses, phone numbers, and emails.
- TWO** copies of detailed plans, drawn 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.
- TWO** copies of 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.
- ONE** copy of new residential construction SWPPP verification form
- ONE** copy of Insulation and Fenestration 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.
- ONE** copy of 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.
- ONE** copy of 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.
- ONE** copy of International Mechanical Code (IMC) Table 501.4.1 calculating makeup air quantity.
- TWO** copies of the individual lot tree preservation plan, if existing trees on lot and required by the subdivision Development Contract, shall be in accordance with City Code 10-4-11C. including:
  1. Certified by forester or landscape architect
  2. Signed by the homeowner
  3. Indicate size, subdivision tree #, species, and location of all significant trees
  4. Indicate save and remove significant trees
  5. Certification that tree protection measures are installed

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. The plans and submitted documents will be reviewed within 10 working days from receipt of the **complete application**. 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.



# **\*\*CONTRACTOR BULLETIN\*\***

**TO:** Builders/Contractors  
**FROM:** Gene Abbott, Building Official  
McKenzie Cafferty, Environmental Resources Manager  
**DATE:** May 2017

**SUBJECT:** **\*\*Erosion and Sediment Control – Site Requirements\*\***

The National Pollutant Discharge Elimination System (NPDES) Construction Activity Permit administered by the Minnesota Pollution Control Agency (MPCA) requires you to complete on-going site inspections on your project and/or lot to correct/replace ineffective erosion and sediment control devices. Follow Best Management Practices (BMP's) to minimize soil erosion and off-site sediment transport. Below are a few things that can be done to ensure you are meeting some of your NPDES permit requirements on your project site.

**Prior to any excavation, all erosion and sediment controls installed on the project site and on individual lots.**

**No land disturbing activity may begin until a building permit has been issued.**

- **Weekly Inspections:** Complete and document inspections weekly and after every ½-inch rain event. Make sure your Stormwater Pollutant Prevention Plan (SWPPP) is current with all your site inspections.
- **Storm Sewer Inlet Protection:** All catch basin inlet protection, including both street (curb/gutter) and yard structures, must be installed and maintained. Clean out inlet protection when they are ½-full. During the winter season, the inlet protection must be removed.
- **Perimeter Sediment Controls:** Inspect all perimeter control and make sure silt fence is repaired and/or replaced before construction activity continues. Sediment must be removed from silt fence when it reaches ½ the silt fence height and must be maintained until vegetation is fully established. Double rows of silt fence are required in sensitive areas adjacent to lakes, ponds, streams, and wetlands.
- **Erosion Controls:** Exposed soil including stockpiles, must be **covered within 14 days**. Acceptable BMP's include: the application of seed followed by straw mulch, stapling erosion control blankets in place, or applying hydro-mulch with seed.
- **Concrete Washout:** Concrete washout **must be contained by an impermeable liner** (i.e. lined pit, kiddie pool) with clear, visible designated signage so contractors know the area to dump concrete washout.
- **Rock Construction Entrances:** Rock construction entrance/exits, **minimum length of 75-feet**, or up to the garage of new homes must be installed and maintained for the duration of the project.
- **Street Sweeping:** Street surfaces and sidewalks must remain free of sediment for the duration of the project. If tracking occurs, it must be cleaned within 24-hours.
- **Trash and Storage:** Solid waste and hazardous materials (i.e. oil, diesel fuel, gasoline, hydraulic fluids, paint solvents, curing compounds and acids) must be stored and contained to prevent spills and leaks. Trash and building material debris must be placed and stored in dumpsters. Trash that can blow away must be contained in a dumpster.

**Project site not in compliance with the MPCA's NPDES Permit may be issued a Stop Work Order; withholding of building inspections; or, drawing on securities/escrows to complete the work.** If you have questions, contact [erosion@lakevillemn.gov](mailto:erosion@lakevillemn.gov) or 952-985-4500. Thank you for your cooperation in preserving the water quality in the City of Lakeville.