



NEW HOME PERMIT INFORMATION

Building code information for
new single family dwellings.

Permit Information

- All new home building permits must be obtained by a licensed residential contractor, licensed through the State of Minnesota, or the property owner.
 - State law allows an owner of the property to construct one new house every 24 months.
 - Building more than one new house every 24 months requires a residential contractor license by the State of Minnesota.
- Separate electrical, plumbing, and HVAC permits are required.
 - Homeowners are allowed to obtain an electrical permit and do their own electrical work if they will be occupying the home and it will not be a licensed daycare or rental.
 - Plumbing and HVAC permits must be obtained and work done by a licensed contractor, licensed with the City of St. Cloud.
- A land disturbance permit is needed for all new homes.

You can find more information on the land disturbance permits at:
<http://www.ci.stcloud.mn.us/339/Construction-Site-Information>
- A driveway permit, obtained through the City Engineering Department, is required for the portion of the driveway (concrete apron) that is located in the City right-of-way.
 - This permit is required to be obtained by either a licensed commercial contractor, licensed through the City, or a licensed residential contractor, licensed through the State of Minnesota.
- A right-of-way permit, obtained through the City Engineering Department, is needed if you will be digging in the City right-of-way.
 - Typically the right-of way permit is only needed if the sanitary sewer and water main services are not stubbed into the property line and you have to dig to the road to hook up.
 - The right-of-way permit must be obtained by a licensed excavator, licensed with the City of St. Cloud.

You can find more information on driveway permits and right-of-way permits at:
<http://ci.stcloud.mn.us/616/Permits-Required-in-Right-of-Way>

Applicable Codes

- 2015 Minnesota Residential Code.
 - Can be viewed here:
<http://codes.iccsafe.org/app/book/toc/2015/Minnesota/Residential/index.html>
- 2015 Minnesota Energy Code.
 - Can be viewed here:
<http://codes.iccsafe.org/app/book/toc/2015/Minnesota/Residential/index.html>
- 2015 Minnesota Mechanical and Fuel Gas Code.
 - Can be viewed here:
<http://codes.iccsafe.org/app/book/toc/2015/Minnesota/Mechanical/index.html>
- 2009 Minnesota State Plumbing Code.
 - Available for purchase at the Minnesota's Bookstore:
<http://www.comm.media.state.mn.us/bookstore/mnbookstore.asp?page=mncategory&category=&CatID=210>
- 2014 National Electrical Code.
 - Available for purchase at the Minnesota's Bookstore:
<http://www.comm.media.state.mn.us/bookstore/mnbookstore.asp?page=mncategory&category=&CatID=210>
- City of St. Cloud Land Development Code.
 - Can be found online here: <http://ci.stcloud.mn.us/1011/Land-Development-Code>

Required Submittal Documents

- Completed Residential Building Permit Application.
 - If the homeowner is pulling the permit a signed residential work permit certification form is required to be submitted.
- Completed Land Disturbance Permit Application AND a separate site plan.
 - o The land disturbance site plan must show the following:
 - Location of any silt fences.
 - Lot line locations.
 - Runoff flow direction.
 - Rock entrance.
 - Catch basin location.
 - Concrete washout location.
 - o See erosion and sediment control plan example on page 6 for more information.
- 3 copies of plans.
 - o See minimum plan requirements included in this handout for more information.
- Completed Energy Certificate.
 - o The information on the energy certificate must match the information on the plans.
 - o If changes are made during construction, a new energy certificate and plans must be submitted for approval prior to construction continuing.
 - o Typically, the general contractor or designer fills out the top portion of the certificate, and the mechanical contractor fills out the bottom portion of the certificate.
 - o The "Building Envelope Air Tightness" and "Duct System Air Tightness" portions of the energy certificate should remain blank at the time of plan submittal.
 - These will be filled out after the testing is completed during construction.
- The J-manual must be submitted with either the building permit applicant or HVAC permit application.

After submittal of all required applications and plans the city will review for code compliancy.
This can **take up to a week**, please plan accordingly.

Minimum Plan Requirements

Site Plan

- Must be to scale (1" = 10' or 1" = 20') and scale labeled on plan.
- Lot exterior dimensions labeled.
- Minimum setback requirements labeled.
- Dimensions from edge of lot to structure.
 - Including to any floor and/or roof cantilevers, decks, porches, etc.
- Dimension of exterior walls of structure.
- Any easements labeled and dimensioned.

Elevations

- Must be to scale (1/4" or 1/8") and scale labeled on plan.
- Label the following:
 - All roof pitches.
 - Roof ventilation.
 - Roof overhangs.
 - Exterior wall finish material(s).
 - Roofing finish material(s).
- Show grade line.
 - Include pitch of grade away from the house.
- Show locations of doors and windows.
- Show location of decks and/or porches.
- Show location of chimney.
 - Height.
 - Location of saddle.

Foundation/Baseament

- Must be to scale (minimum 1/4" scale) and scale labeled on plan.
- Completely and accurately dimensioned.
- Label all footings sizes, locations, and rebar information:
 - Exterior and interior bearing walls.
 - Post pad footings.
 - Fireplace footings.
- Concrete block foundations:
 - Label block thickness and number of courses.
 - Label reinforcement size and location.
 - Label any step-footing/foundation locations.
- Poured foundations:
 - Designate what it is designed to: IRC, ACI, or engineered system, etc.
 - Label wall thickness and height.
 - Label reinforcement size and location.
 - Label any step-footing/foundation locations.
- Label Insulation:
 - Location.
 - Type and brand.
 - Thickness.
 - R-value.
- Door and window sizes and locations.
- Identify cantilevers above.
- Size of all headers and beams.
- Floor joists/trusses labeled:
 - Size of joists/trusses.
 - Direction in which the joists/trusses are running.
 - Spacing of joists/trusses.
 - Floor joist/truss blocking information.
 - Location of any girder trusses, and point loads of girders.
 - Any point loads from above.
- Label finished/unfinished areas.
 - Finished areas must include labeled room uses.
- Label unexcavated areas.
- Show locations of:
 - Smoke detector(s).
 - Carbon monoxide detector(s).
 - Furnace.
 - Water heater.
 - Floor drain(s).
 - Sump pump.
 - Bathroom fixtures.
 - Radon vent pipe(s).
- Label rise, run, headroom, and direction of travel of stairs.
- Decks/porches above:
 - Footing sizes.
 - Post sizes.
 - Beam sizes and locations.
 - Joist size, spacing, and direction.

Floor Plan(s)

- Must be to scale (minimum 1/4" scale) and scale labeled on plan.
- Completely and accurately dimensioned.
- Door and window locations.
 - Label all cantilevers and box-outs.
 - Sizes of all headers and beams.
- Floor joists/trusses labeled (if needed for upper floor):
 - Size of joists/trusses.
 - Direction in which the joists/trusses are running.
 - Spacing of joists/trusses.
 - Floor joist/truss blocking information.
 - Location of any girder trusses, and point loads of girders.
 - Any point loads from above.
- Roof rafters/trusses labeled:
 - Size of rafters/trusses.
 - Direction in which the rafters/trusses are running.
 - Spacing of joists/trusses.
- Location of any girder trusses, and point loads of girders.
- Label Insulation:
 - Location.
 - Type and brand.
 - Thickness.
 - R-value.
- Label all room uses.
- Show locations of:
 - Braced wall panels.
 - Smoke alarm(s).
 - Carbon monoxide detector(s).
 - Plumbing fixtures.
 - Exhaust fans.
 - Attic access and size.
 - Radon vent pipe(s).
- Label garage firewall construction and proper fire separation door.
- Label location and size of stairs and direction of travel.
- Label handrail(s) and/or guard(s).

Floor Plan(s) (CONTINUED)

- Deck and/or porch construction (includes 3 and 4-season porches):
 - Header and beam sizes.
 - Rafter/truss size and spacing.
- Porch and/or deck footings.
- Show locations of (if not located in the basement):
 - Furnace
 - Water heater
 - Floor drain(s)
 - Sump pump

Cross Section(s)

- Must be to scale (minimum 1/4" scale) and scale labeled on plan.
- Label the following:
 - Footing size and rebar information.
 - Drain tile location.
 - Foundation type:
 - Concrete block:
 - Thickness of block and number of courses.
 - Reinforcement size and location.
 - Poured concrete foundation:
 - Wall thickness and height.
 - Reinforcement size and location.
 - Waterproofing, including type/brand.
 - Slip sheet.
 - Show grade line.
 - Anchor bolt size and spacing.
 - Plate size and material.
 - Floor joist/truss size and spacing.
 - Floor sheathing.
 - Stairs.
 - Run.
 - Rise.
 - Headroom.
 - Handrail.
- Ceiling height (all floors).
- Insulation type, brand, thickness, and R-value.
 - Foundation.
 - Rim.
 - Exterior Walls.
 - Attic/Ceiling.
 - Cantilevered floors.
- Exterior wall construction.
 - Siding.
 - Sheathing (type and thickness).
 - Stud size and spacing.
 - Sealed air barrier.
 - Vapor barrier.
 - Interior finishes.
- Roof construction.
 - Roof finish material.
 - Roof sheathing.
 - Ice build-up protection.
 - Roof ventilation.
 - Wind wash.
 - Soffit/fascia material.
 - Soffit ventilation.
 - Ceiling vapor barrier.
 - Ceiling finishes.

Radon Control System Detail

- Can be included on the cross section or in a separate detail.
- Must be project specific, for example: a generic detail showing a two-story will not be accepted for a one-story rambler.
- Must be to scale (minimum 1/4" scale) and scale labeled on plan.
- Show and label the following:
 - Subfloor preparation:
 - Material type.
 - Material thickness.
 - The soil-gas-retarder.
 - How entry routes are going be closed:
 - Floor openings.
 - Concrete joints.
 - Condensate drains.
 - Sumps.
 - Foundation walls (hollow block masonry walls).
 - Air-handling units (in crawlspaces).
 - Ducts (in crawlspaces).
 - Ventilation (in crawlspaces).
 - Vent pipe(s).
 - Vent pipe drainage.
 - Location of vent pipe access for future installation of fan system.
 - Minimum 24" diameter, centered on vent pipe, x 36" height.
 - Power source.

Additional Information Needed

- In addition to the above plan requirements, the following information must be supplied on the plans, or on a separate sheet that is submitted with the plans.
 - Door and window schedule including:
 - Identify egress windows.
 - Tempered (safety glazed) windows.
 - Fall protection information.
 - U-value and SHGC factors.
 - Ductwork information:
 - Information on where the ductwork is located (inside or outside the envelope).
 - If ANY ductwork is located outside the envelope the ENTIRE system must be pressure tested.
 - Information on sealing of ductwork.
 - Information on insulating ductwork.
 - Sources of girder truss information (who figured the girder placement and loading).
 - Information on any I-joists.
 - Brand of I-joists being used.
 - Span chart specifically for brand of I-joists.
 - Information on any LVL/LSL beams/headers.
 - Brand of LVL/LSL beams/headers being used.
 - Span chart specifically for brand of LVL/LSL beams/headers.

Example Residential Erosion and Sediment Control Plan (ESCP)

Below is an **example** ESCP for a new residential construction project. All ESCPs should include these basic components to obtain a Land Disturbance Permit.

