



BUILDING PERMIT REQUIREMENTS

City of Savage Building Inspections Department
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Savage MN 55378
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2008 RESIDENTIAL BUILDING PERMIT APPLICATION REQUIREMENTS

The items listed below are the minimum requirements to obtain a City of Savage Building Permit.

1. A completed **Building Permit Application** from the City of Savage.
2. A completed **Acknowledgement of Surrounding Land Use** form.
3. A completed **Tree Preservation Agreement** form.

Tree Protection:

When required by the City, fencing must be installed and maintained until final grade is established. The fence shall be orange safety fencing or orange silt fencing and should be attached to steel posts and must be installed at or beyond the drip line of the tree. The fence must be installed and inspected prior to any clearing, digging, fill removal or any activity that would harm or cause trees to die. Penalties will be assessed for trees illegally removed or damaged. Check with the Natural Resources Department at 952-882-2678 for specifics.

4. **Two** copies of building plans for work to be completed. Requirements as follows:
 - A. All plans must be drawn to scale.
 - B. Provide floor plans of all levels, including accurate measurements, size, direction and description of all materials.
 - C. Provide cross-section(s) indicating all construction components, including the stairs.
 - D. Include detailed information for fireplaces, decks, porches and finished areas.
 - E. All plans shall be legible to the City's requirements, include the dimensions and quantity of all beams and headers and describe materials and spacing where applicable. One copy of signed truss specifications from the manufacturer must also be provided with plans for plan review.
5. **Four** copies of **Certificate of Survey**, showing complete elevation for all sides of the structure and prepared by a Minnesota Registered Land Surveyor. The following must be included:

- A. Legal description and address.
 - B. Lot size, including all the dimensions, location and size of all easements.
 - C. Indicate the layout of the structure, driveway and other improvements, including the setbacks.
 - D. Indicate the garage slab elevation. A minimum of 18 inches above the curb is required and the driveway cannot exceed a 10% slope.
 - E. Show the proposed drainage.
 - F. Indicate the location, size and species of all significant trees six inches or greater in size.
 - G. On one lot survey, show the location of silt fencing for erosion and sediment control. Also indicate the location of the stock pile for excess dirt and tree protection as required by the City Engineering Department and the City Forester.
 - H. Indicate all existing and proposed elevations, such as house corners, offset hubs, property corners, major swales, existing adjacent houses and elevations for all proposed openings, including egress windows.
6. One copy of the **Energy Calculations** for the proposed structure.
 7. A completed **Single Family Mechanical Checklist** form from the City of Savage.
 8. **As-built Surveys** are required by the builder once the house has been constructed and the lot has been graded. As-built surveys must be approved prior to placement of trees, sod, and lawn irrigation systems. Contact Igor Khomyakov, City of Savage Engineering Department, at 952-882-2680 for specifics.
 9. A completed **Escrow Policy Disclosure Statement** form.

Escrow Release:

The escrow will not be released until the As-built survey has been submitted to the City, turf established, required trees planted and all inspections completed and approved.

OTHER RELATED BUILDING REQUIREMENTS

1. All contractors must be licensed by the Minnesota Department of Labor and Industry or provide proof of exemption to do business within the City of Savage. A copy of the Builders License must be provided, along with a \$5.00 annual fee for administrative procedures.
2. Work is not permitted to start prior to the issuance of the building permit.
3. A **Certificate of Occupancy** must be obtained before a structure may be legally occupied or before the storing of any furniture or other items in that structure will be permitted. Homes will be issued a **Certificate of Occupancy** with the completion of a satisfactory final inspection.