



Addition/Porch Checklist

Building Inspections | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

Complete this checklist form and submit it electronically to the documents file folder in ePlans. Incomplete submittals or illegible plan review documents will be rejected.

CHECKLIST MUST BE FILLED OUT AND INCLUDED WITH YOUR EPLAN SUBMITTAL

PROPERTY OWNER INFORMATION			
Site Address:			Parcel ID:
Lot:	Block:	Subdivision:	
Property Owner Name:			Phone:
Email:		Estimated Value of Work (include labor)	\$
APPLICANT/CONTRACTOR INFORMATION			
Applicant Name:			License #:
Email:			Phone:
Contractor (if different):			Phone:
SUBCONTRACTOR INFORMATION (if applicable)			
Plumbing:	Phone:	License #:	
Mechanical:	Phone:	License #:	
Fire:	Phone:	License #:	
Water/Sewer:	Phone:	License #:	

Please complete the checklist below for each of the applicable requirements:

Survey or Site Plan – A survey, signed by a licensed and registered land surveyor, or accurate site plan drawn to scale, that includes the following:

- Legal description and address
- Scale and north arrow
- Lot dimensions and lot size
- Easements as shown on plat and all other easements of record with dimensions shown and recorded document number
- Iron monuments
- Proposed and existing structures with dimensions shown – decks, porches, stairways, egress window wells, and cantilevers beyond foundation and/or footings
- Show elevations at the following locations:
 - Existing and proposed at lot corners, offset hubs, side lot lines, major swales, and high points
 - Existing and proposed at house and garage corners
 - Top of foundation, lowest floor elevation, and garage floor
 - Proposed finish grade elevations of the nearest corners of any adjacent house
 - Top of curb elevations at extension of property lines and center of driveway
 - Sidewalks, manholes, hydrants, catch basins, FES, and other pertinent items (existing and proposed)

- Setback distances at front, side, and rear property lines
- Location of curb, curb cuts, and proposed driveway with slope and driveway width at property line and curb
- Location of water and sewer services
- Label street and railroad right-of-way
- Outline of ponds, rain gardens, infiltration basins, wetlands, lakes, creeks, and rivers with distance shown from NWL/OHWL to permanent structure
- FEMA floodplain limits and flood elevation
- Impervious surface calculation indicating total square footage and percentage of impervious surface area
- Indicate direction of proposed surface drainage with arrows and label drainage break points
- Existing tree locations with size and species of significant trees 6" or greater in diameter
- Retaining walls with top and bottom wall elevations shown at intervals equal to the average height of the wall

Erosion and Sediment Control Plan – Use a copy of the Certificate of Survey and show the following:

- Location of perimeter control devices
- Location of stockpile
- Location of tree protection
- Location and type of wetlands with wetland buffer and setback shown
- Location of wetland monuments and buffer signs
- Location of rock construction exit
- Location of catch basin protection device, if applicable

Foundation Plan – The foundation plan must include the following:

- Footing type (strip, pad, pier, etc.)
- Footing sizes
- Footing location
- Footing reinforcement
- Foundation wall plan and engineering
- Sub slab radon mitigation system

Framing Plan – The framing plan must include the following:

- Room descriptions
- All walls and openings, including both bearing and non-bearing
- Braced wall locations
- Portal framing locations
- All header/beam type and sizes
- New header sizes approved by a Minnesota Licensed Structural Engineer or approved by a header sizing program (Forte, etc.) from a lumber supplier or other qualified candidate
- Roof framing size and spacing
- Roof framing type (trusses, rafters, etc.)
- Attic access location
- Framing details
- Wall framing stud size and spacing

Cross-Section Plan – The cross-section plan must include the following:

- Footing size and depth
- Foundation wall type and size
- Foundation wall height and grade line
- Foundation water proofing and specifications
- Foundation wall insulation type and R-value
- Treated sill plate size
- Sill bolt size and locations
- Exterior wall covering
- Exterior wall weather barrier
- Exterior wall sheathing type and size
- Exterior wall insulation type and R-value
- Exterior wall vapor barrier
- Roof covering
- Roof underlayment and ice dam protection
- Roof sheathing type
- Roof framing size and spacing (trusses, rafters, etc.)
- Attic ventilation
- Attic insulation type and R-value
- Ceiling interior vapor barrier

Additional Items – The following additional items must be included with plans:

- Structural engineering for tall walls over 10' in height (if applicable)
- Structural engineering for walls that do not meet braced wall requirements
- Structural engineering for steel beams (if applicable)