



Alteration/Remodel 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:

Existing Floor Plan – The existing floor plan must be provided for each floor that includes work and include the following:

- Room description – bedroom, great room, kitchen, etc.
- All walls and openings – bearing and non-bearing
- All applicable header and beam sizes
- Floor framing direction (if applicable)
- Roof framing direction (if applicable)

Proposed Floor Plan – The proposed floor plan must be provided for each floor that includes work and include the following:

- Room description – bedroom, great room, kitchen, etc. – including dimensions
- Garage/house separation, including rated door to house
- All walls and openings – bearing and non-bearing
- Wall framing stud size and spacing
- Wall insulation type and R-value
- Vapor barrier placement
- 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

- Placement/types of plumbing fixtures
- Placement of mechanical supply and returns