



# Garage/Accessory Structure 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 certificate of survey or site plan that is accurately drawn to scale and includes following information:

- Legal description and address
- Scale and north arrow
- Property lines and lot size
- Easements on property
- Location of above and underground utilities
- Location of existing and proposed structures with dimensions
- Setback distances at front, side, and rear property lines
- Location of driveway(s)
- Location of fences, retaining walls, and other site improvements
- All ponds, wetlands, lakes, rivers, creeks, stormwater structures, and rain gardens
- Impervious surface calculation indicating total square footage and percentage of impervious surface area

**Foundation Plan** – The framing plan must include the following:

- Room descriptions
- Footing type (strip, pad, pier, etc.)

- Footing sizes
- Footing location
- Footing reinforcement
- Foundation wall plan and engineering

**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

**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)