



New Multi-Family Home Checklist

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

Complete this checklist form for residential structures with more than three units 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:

Civil Drawings –

- Certificate of Survey signed by a licensed and registered land surveyor, that includes:
 - Legal description and address
 - Scale bar 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 structure corners
 - Top of foundation, lowest floor elevation, and garage floors
 - Proposed or existing finish grade elevations of the nearest corners of any adjacent structure
 - 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
- Parking with total parking calculations included
- Location of curb, curb cuts, and proposed driveway with slope and driveway width at property line and curb
- 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
- Location and type of wetlands with wetland buffer and setback shown
- Location of wetland monuments and buffer signs
- 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
- Grading Plan
- Stormwater and Erosion Control Plan
- Utility Plan
- Landscape Plan
- Exterior Lighting Plan

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
- Locations of safety glazing
- Wall framing stud size and spacing
- Location and details for fire walls

- Location and details for sheer walls

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

Elevation Plan – The elevation plan must include the following:

- For new structures, all sides of the structure from footing through roof with type of building material shown

Energy Code Requirements – The following forms are required:

- New construction energy code compliance certificate
- Ventilation, make up and combustion air calculations submittal form

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

- Truss manufactures specifications for each truss
- 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)
- Special Inspections and Testing Agreement (if applicable)
- Separate permits will be required for fire suppression and fire alarm systems
- Letter of Credit required by the Planning Department