



# New Single-Family Home Detached Checklist

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

Complete this checklist form and submit 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** – A survey, signed by a licensed and registered land surveyor, 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
- Locations of safety glazing
- Wall framing stud size and spacing

- Footing size and dept
- 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

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

- A copy of the 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)

**Energy Code Requirements** – The following forms are required:

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