



# Windows Change Size or Egress 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:

### **Framing Plan (Size Changes)** – The framing plan must include the following:

- Location of window to change size
- 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
- Type and size of new window/door

### **Framing Plan (Egress Window)** – The framing plan must include the following:

- Location of egress window
- 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
- Type and size of new window, including net clear opening in accordance with R310.2.1
- Window well location and size in accordance with R310.2.3

### **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
- Location of proposed window well with dimensions shown