



## SINGLE FAMILY DWELLING HANDOUT

The City of Albertville Building Department requires the following information be provided with submittal of a building permit application.

1. Two (2) sets of a Certified Lot Survey
2. Two (2) Full Sets of Building Plans and one (1) set of 11 x 17 Plans or electronic set. **Plans need to include the following information.**
  - **Elevation Drawings** (exterior views), of front, rear and sides of the finished building.
  - **Floor Plans** of the basement and of each floor showing the dimensions of the house, interior rooms and label the use of each room (bedroom, bathroom, etc.), smoke and carbon monoxide detectors, window and door locations (safety glazing if required), interior walls, header sizes, stairs and plumbing and mechanical equipment.
  - **Section Drawings** (side cutaway view) showing the details of the footing, foundation construction with a drainage system, waterproofing and insulation, floor, wall and roof construction. Provide copies of the floor and roof truss specifications prepared and stamped by a MN licensed engineer at the framing inspection.
  - **Include Plans** for decks, porches and garages if applicable.
3. **Energy Code Data:** Energy Compliance Forms
4. **Make Up Air Quantity Worksheet**
5. **Combustion Air Calculation Worksheet OR Heating and Cooling Load Calculations in Accordance with ASHRAE Standards Manual J 8<sup>th</sup> Edition**
7. Passive Radon Reduction System design information, including soil gas membrane installation.
8. Wall bracing details including partial framed openings.

### General Information

A **Certificate of Occupancy or Temporary Certificate of Occupancy** is required before the house can be occupied. All required inspections must be completed and approved including final approval from the State Electrical Inspector. A Sod and Tree Escrow Deposit is required prior to issuance of a Certificate of Occupancy. An **As-built Survey** must be submitted and approved prior to installing sod, trees or irrigation systems. See attached form for As-built requirements.



## **Required Inspections:**

**Erosion Control:** Inspection is required before permit will be issued.

**Footings:** After forms and re-enforcing are in place but prior to placement of concrete footings and walls.

**Foundation/Foundation Reinforcement/Damp Proofing:** Block and wood foundations prior to back fill, cast in place concrete, after the forms and re-enforcing are in place prior to placement of concrete. Waterproofing and drain tile must also be inspected prior to backfilling.

**Drain Tile/Sump Pump Discharge Line:** The trench must be left open at all connections and a tracer wire shall be installed along with the pipe. The tracer wire must be a continuous sheathed wire with a minimum gauge of 14. If the drain tile is to outlet into a pond or wetland, a stake must clearly mark its termination outlet. See City Ordinance 2002-18B for complete regulations.

**Radon System** under slab.

**Plumbing Rough-In:** After all water piping and waste and vent piping is installed, a 5# air test for 15 minutes is required on the waste and vent piping.

**Mechanical Rough-In:** When all ducting, furnace and mechanical equipment are installed (prior to covering). **Fireplaces, Masonry Chimneys and Woodstoves**, for pre-fabricated fireplaces call for inspection when framing is complete, masonry chimneys, fireplaces and woodstoves when set and house heating test is in place. Provide the manufacturers installation instructions on site.

**Framing:** When all the framing is complete and all plumbing, mechanical is installed and after State Electrical Inspector has completed required Electrical Rough-In inspection.

**Insulation:** after installing vapor retarder and attic ventilation prior to covering.

**Plumbing/Heating Final:** A manometer test of the waste and vent piping on plumbing is permissible. An air test on gas piping must hold 25# for at least 12 hours.

**Radon System** A final inspection.

**Final:** When house is complete, final electrical inspection is completed and all other inspections have been approved and after Sod and Tree(s) have been installed or escrow has been paid.

**Site plan and permit card must be on site at all times. A \$50.00 fee is charged for a duplicate permit card. Dumpsters must be covered at all times and erosion control must be in place at all times or work may be suspended by the Building Official. A \$50.00 reinspection fee applies to all dumpsters left uncovered.**



## LOT SURVEY REQUIREMENTS - RESIDENTIAL

Building permit applications shall be accompanied by a legal certificate of survey depicting the following:

1. North arrow and scale of drawing (all submitted copies shall be to-scale).
2. Legal description, address of parcel and location of permanent property corner monuments.
3. Dimensions and location of all platted and recorded easements.
4. Location of all existing buildings and structures.
5. Location of existing utilities, including but not limited to manholes, hydrants, catch basins, power poles and telephone boxes. Show existing and proposed sewer and water service locations.
6. Front, side, and rear yard setback dimensions to existing and proposed buildings (measured to exterior wall).
7. All outside dimensions of buildings, including decks, fireplaces and cantilevers.
8. Setback dimensions to existing buildings on adjacent lots.
9. Location of irons at each side lot line establishing proposed front and rear building line. The maintenance of these irons, once established by the surveyor, shall be the responsibility of the building permit applicant.
10. Location and dimension of proposed driveway.
11. Benchmark elevation and description of location.
12. Driveway slope (maximum driveway slope is 10%).
13. Grade elevations at the following points (additional elevations may be required):
  - a. Existing and proposed at each lot corner.
  - b. Existing street elevations (centerline and top of curb) at each lot line and both sides of proposed driveway edges.
  - c. Existing elevation on side lot lines, at extension of proposed front and rear building lines and any major grade changes.
  - d. Proposed elevation on side lot lines, at extension of proposed front and rear building lines (a minimum 2% grade along all lot lines is required).
  - e. Proposed lowest floor, garage floor and top of foundation elevations.
  - f. Existing and proposed elevations at all major corners of building.
  - g. Existing and proposed elevations at top and bottom of any major slopes.
  - h. First floor elevation and at-grade building corner elevations of existing buildings on adjacent lots, within 25 feet of side lot line.
14. Location and elevations at top and bottom of any proposed retaining walls.
15. Proposed direction of surface water drainage indicated by arrows and elevations.
16. The normal water level (NWL) and high water level (HWL) or Ordinary High Water elevation and contour for lots abutting a body of water.
17. All delineated wetlands and wetland buffers.
18. Proposed location of rock construction entrance and silt fence (or other erosion control).
19. Proposed location of sump pump discharge line and location at which line will connect to storm sewer or daylight.



## As-Built Survey Checklist - Residential

Prior to receiving a Certificate of Occupancy, an as-built survey shall be submitted certifying the following:

1. As-built elevations @ Top of Foundation.
2. As-built elevations of Garage Floor at Overhead Door Apron.
3. As-built grade elevations of lot corners.
4. As-built grade elevations of building corners.
5. As-built elevations on the side yard swales at the extension of building corners and high points and top of street curb.
6. Proposed and As-built elevations of lowest floor of walkouts or lookouts.
7. Existing Grade and Top of Foundation for any Buildings within 25 feet of the property line.
8. Dimension from building to property lines.
9. Locations and elevations of ponds or wetlands.
10. Identify all wetland delineations.
11. Locations of all wetland demarcation/signage.
12. HWL or OHWL contour of any pond wetland drainage ditch or water course.
13. Elevations and locations of drainage ways.
14. Sign certification of surveyor.
15. Indicate decks, porches, cantilevers and bay windows.
16. Locations of any retaining walls and elevations of the top and bottom of the wall along its length.
17. Verification that all property corners are in place at time of survey.

# **IMPORTANT REMINDERS**

Failure to comply with the items below may result in stop work orders, fines, and inspection delays

## **EROSION CONTROL**

Building sites shall comply with MPCA erosion and sediment control requirements and shall include perimeter control around all disturbed areas, inlet protection for all inlets on or adjacent to the site, and rock construction entrances. Streets shall be kept free of dirt and debris at all times.

## **SUMP PUMP DISCHARGE REQUIREMENTS**

All sump pump discharge lines shall be buried and installed per City Standard Details (attached).

## **DUMPSTER COVERS**

All dumpster shall be covered at all times.

## **WORKING HOURS**

NO work between the hours of nine o'clock (9:00) P.M. and seven o'clock (7:00) A.M.  
Monday through Saturday and all day Sunday.

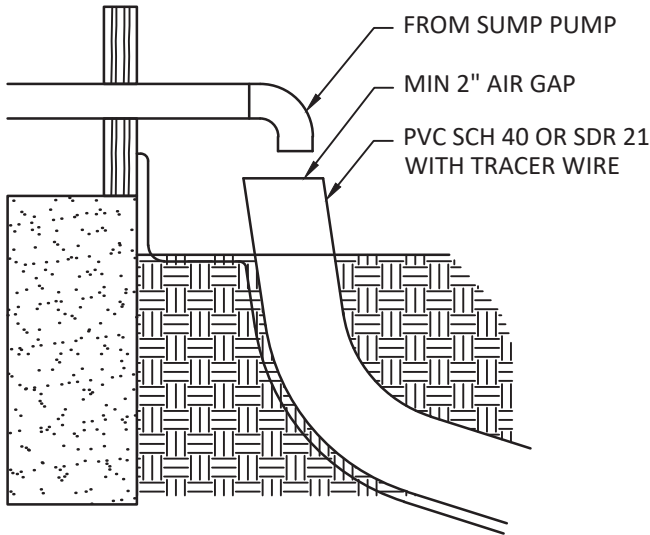
## **ON STREET PARKING**

All construction vehicles shall comply with parking restrictions and no parking signs.

## **TEMPORARY HEAT REQUIREMENTS**

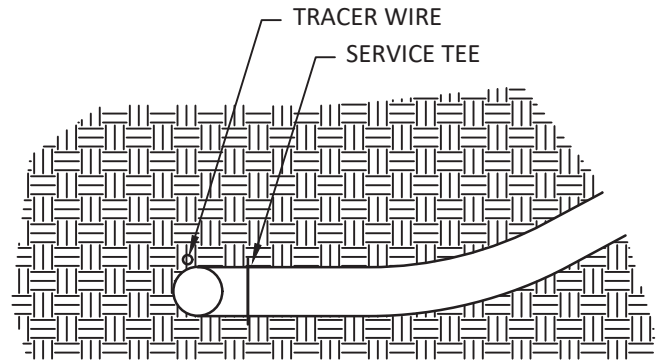
(Weather Depending)

Contractor shall comply with temporary heat requirements (attached).



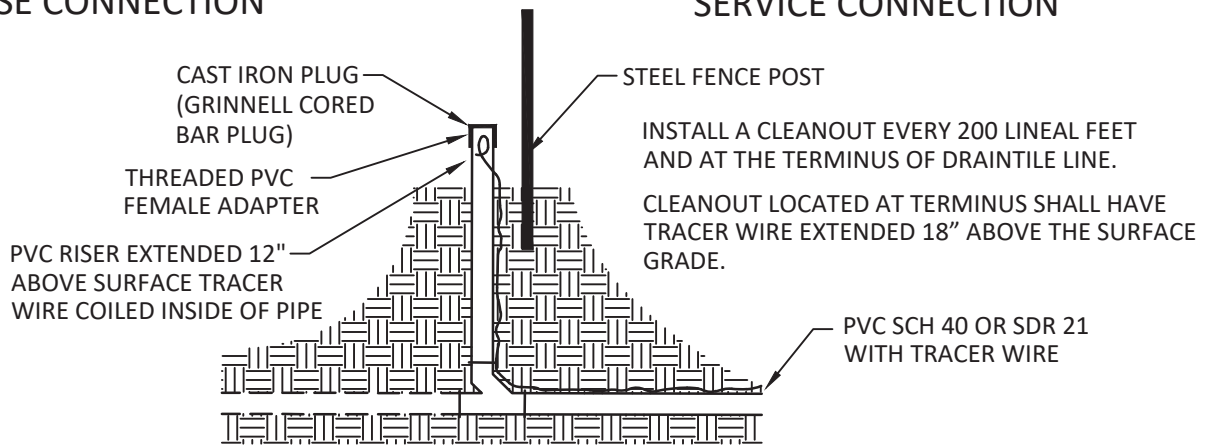
INSTALL DISCHARGE PIPE FROM HOUSE TO DAYLIGHT OUTLET OR STORM SEWER STRUCTURE OR WATERBODY.

### HOUSE CONNECTION

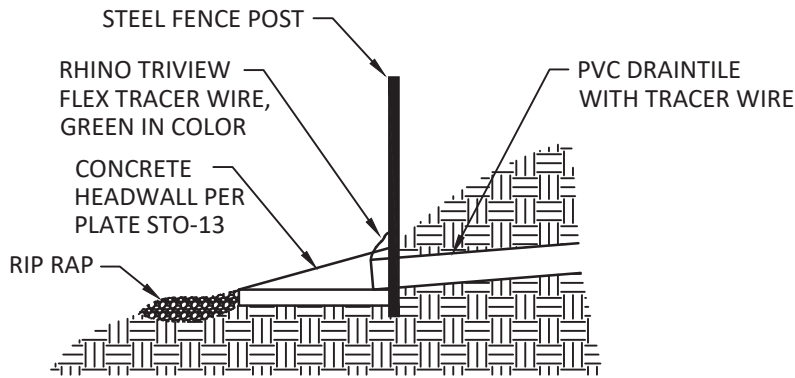


ALL COMMON DRAIN TILE SHALL HAVE A MINIMUM OF 18" COVER. ALL SERVICE DRAINTILE SHALL HAVE A MINIMUM OF 12" COVER TO TOP OF PIPE. BUILDER SHALL REMOVE CAP AT SERVICE AND MAKE CONNECTION TO DRAINTILE.

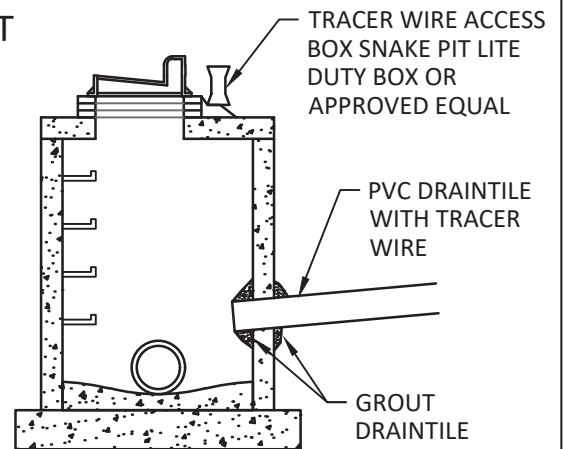
### SERVICE CONNECTION



### DRAINTILE CLEANOUT



### DRAINTILE OUTLET TO WATERBODY



### CONNECTION TO STORM SEWER

## MINIMUM DRAINTILE REQUIREMENTS

- PIPE SIZE - 4" MIN NON PERFORATED PIPE.
- TYPE OF PIPE - SCH 40 OR SDR 21 NON PERFORATED
- DEPTH OF PIPE - 12" TO TOP OF PIPE FROM FINISH GRADE
- TRACER WIRE - MINIMUM GAUGE #12 COPPERHEAD COPPER CLAD STEEL TRACER WIRE, GREEN IN COLOR.

### NOTE:

CORRECT FITTINGS MUST BE USED WITH ALL PIPE, NO TAPING OR SPLICING WILL BE ACCEPTED. A TRACER WIRE SHALL BE INSTALLED ALONG WITH THE PIPE, THIS WIRE MUST BE COPPERHEAD #12 AWG CCS #1230HS COMPLYING WITH ASTM-D-1248, 30 VOLT RATING BE EXPOSED A MINIMUM LENGTH OF 12 INCHES AT THE HOUSE AND SHALL DEAD END AT THE CONNECTION OR TILE DISCHARGE. NO WIRE SHALL BE ACCEPTED EXCEPT AS SPECIFIED ABOVE.

### NOTE:

NOTE: THE TRENCH MUST BE LEFT OPEN AT ALL CONNECTIONS FOR INSPECTION PURPOSES. IF A TILE LINE IS TO DEAD END INTO A POND OR WET LAND A FENCE POST SHALL CLEARLY MARK ITS END. ALL INSPECTIONS SHALL REQUIRE A 24 HOUR NOTICE. ALL TRENCHES MUST BE BACK FILLED WITHIN 24 HOURS. IT IS RECOMMENDED THAT A REPRESENTATIVE OF THE BUILDER BE PRESENT AT ALL INSPECTIONS.



## SUMP PUMP DISCHARGE REQUIREMENTS



DATE:  
07/2019

STD. DETAIL  
4-306 (2 OF 2)

## **WINTER TEMPORARY HEAT REQUIREMENTS FOR CONSTRUCTION HEATERS**

1. 75 feet of the flexible hose is the maximum allowed unless pre-approved by the Building Inspector.
2. Only approved flexible hoses may be used – provided by installer.
3. ALL locating and RELOCATING of construction heaters will be done ONLY by permitting contractor.
4. Outdoor air shall be supplied for heaters at all times.
5. An approved manual shut off valve shall be installed at each unit and thermostatically controlled.
6. All propane (LP) tanks will be installed and sited per NFPA 58.

**ANY VIOLATION OF THE ABOVE COULD LEAD TO CITATIONS AND ALL FUTURE INSPECTIONS HELD**





**BUILDING PERMIT APPLICATION**

5959 Main Avenue NE  
 Albertville, MN 55301  
 Phone: 763.497.3384 Fax 763.497.3210

Date Received \_\_\_\_\_  
 Date Notified \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Ck, Cash, CC \_\_\_\_\_  
 Permit # \_\_\_\_\_

**Site Address:** \_\_\_\_\_  
**Business Name:** \_\_\_\_\_  
**The Applicant is:** \_\_\_\_\_ Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Tenant

**Legal Description:** PID # \_\_\_\_\_  
 Addition \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

**Owner:**  
 Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

**Contractor:**  
 Company Name \_\_\_\_\_ License # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_ (Fax) \_\_\_\_\_

**Architect:**  
 Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone (W) \_\_\_\_\_ (C) \_\_\_\_\_ (Fax) \_\_\_\_\_

**Type of Work:**  
 New Construction Residential  
 New Construction Commercial  
 Tenant Finish  
 Addition  
 Garage/Shed  
 Plbg  
 Alteration  
 Reside/Reroof  
 Htg  
 Finish Bsmt  
 Fireplace  
 Deck

**Description of Work:** \_\_\_\_\_  
 \_\_\_\_\_

**Size of Structure:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
**Total Square Footage:** First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_ Basement \_\_\_\_\_ Garage \_\_\_\_\_

**Estimated Valuation of Work:** \$ \_\_\_\_\_

*Separate permits are required for electrical, plumbing, heating or fireplace. I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. It is applicants responsibility to locate and establish the elevations, if needed, of all site improvements. Required adjustments at owners expense. I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible.*

Applicants Signature \_\_\_\_\_ Applicants Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by Building Official \_\_\_\_\_ Value Approved \_\_\_\_\_ Date \_\_\_\_\_

Special Conditions or Comments: \_\_\_\_\_

| BUILDING PERMIT FEES |       |
|----------------------|-------|
| Permit               | _____ |
| Surcharge            | _____ |
| Plan Check           | _____ |
| Engineering (site)   | _____ |
| Mechanical           | _____ |
| Fireplace (s)        | _____ |
| Plumbing             | _____ |
| Sewer                | _____ |
| Water                | _____ |
| Water Meter          | _____ |
| City WAC             | _____ |
| JP WAC               | _____ |
| SAC                  | _____ |
| Storm Water          | _____ |
| License Check        | _____ |
| Other                | _____ |
| <b>TOTAL</b>         | _____ |

|                 |       |
|-----------------|-------|
| Type of Const.  | _____ |
| Use of Bldg     | _____ |
| Occupancy Group | _____ |
| Occupancy Load  | _____ |
| Zoning          | _____ |
| Code Used       | _____ |

| Are Fire Sprinklers Required? |                              |                             |
|-------------------------------|------------------------------|-----------------------------|
|                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fire Dept.                    | Date _____                   | Approved _____              |
| City Engineer                 | _____                        | _____                       |
| Notify of Assoc & Covenant    | _____                        | _____                       |
| Public Works                  | _____                        | _____                       |
| City Planner                  | _____                        | _____                       |