



# Residential New Home Checklist

Permit Applicant: \_\_\_\_\_

Address or PID #: \_\_\_\_\_

A separate permit is required for each address. All materials and installation of all materials must comply with the Minnesota State building Code and the manufacturers' installation specifications for each product.

- Residential New Home Checklist - **REQUIRED** - acknowledging all required documents are attached and submitted
- Township Approval form - **REQUIRED** - Approved and signed by Township Representative
- Contact & Contractor Form - **REQUIRED** - Provide all subcontractor names, email address and license number
- Survey/Detail Site Plans - **REQUIRED** - Certificate of Survey illustrating the location of dwelling, dimensions, lot lines, setbacks, and elevations
- Building Plans - **REQUIRED** - Complete plans including structural and wall bracing, floor layout, cross section, elevations, energy
- Engineered Design – Sealed engineered design, by MN licensed structural engineer **required if** construction cannot be verified by the prescriptive requirements of the current Minnesota Building Code and performance designs
- Truss Specifications – **REQUIRED** – Provide roof and floor layouts and specification sheets
- Specifications – Provide product installation specifications if any constructions materials or fasteners require specific manufacturer’s specifications for installation – **REQUIRED if Applicable**
- Heat Loss, Ventilation, Combustion & Make-up Air Calculations - **REQUIRED**
- Energy Code Compliance Certificate – must be completed in entirety - **REQUIRED**
- Lighting Schedule – may be a deferred submittal
- Erosion and Sediment Control Agreement – must be completed in entirety - **REQUIRED**
- Erosion Control Plans – **REQUIRED** - Survey, or accurately scaled drawing showing the proposed structure location. Plans must include Low Floor Elevation (in mean sea level), location of perimeter control, limits of grading / construction area and location of rock entrance
- Septic Permit Application – **REQUIRED if not** hooking up to community or municipal sewer system
- Complete Septic Design – **REQUIRED if not** hooking up to community or municipal sewer system
- Sewer and / or Water Main layout site plan and material specs – **REQUIRED** when connecting to community, municipal, or existing septic system not regulated by municipality
- Driveway Permit – Please refer to the Scott County Driveway Permit link to access information regarding requirements for County Driveway Permits. Refer to the State or Townships regarding driveways accessing state or township roads

**I acknowledge that if the permit application is submitted without all the required submittal documents this permit will be delayed.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date