City of Scandia – Building Permit Application

14727 209th Street North
Scandia, MN 55073
Phone: (651) 433-2274 Fax: (651) 433-5112

_____
PERMIT NUMBER

PROPERTY ADDRESS*: **PIN #**

LOT: **BLOCK:** **ADDITION:** **ZONING DISTRICT:**

* **IS PROJECT SUBJECT TO MASTER ASSOCIATION AND/OR ARCHITECTURAL COMMITTEE APPROVAL? NO / YES (ATTACH APPROVAL LETTER)**

PROPERTY OWNER: **OFF. PHN:**

ADDRESS: **CELL PHN:**

CONTRACTOR NAME: **OFF. PHN:**

ADDRESS: **CELL PHN:**

ARCHITECT / DESIGNER **PHN:**

CONTRACTOR TYPE

- ☐ RESIDENTIAL BUILDER
- ☐ RESIDENTIAL REMODELER
- ☐ RESIDENTIAL ROOFER
- ☐ MANUFACTURED HOME INSTALLER

LICENSE # _____

Will work under this permit require lead certification as required by the Code of Federal Regulation, Title 40? (homes constructed prior to 1978 or year unknown)

☐ YES ☐ NO

Certification # _____

Verified by: _____

☐ SPECIALTY CONTRACTOR ——▶ PROOF OF LIABILITY INSURANCE REQUIRED

☐ PROPERTY OWNER/ UNLICENSED —▶ PROPERTY OWNER WAIVER REQUIRED —▶ STATE NOTIFICATION REQ'D? ☐ YES ☐ NO

STRUCTURE SIZE: **NO. STORIES:** **NO. UNITS:** **VALUATION: $**_____

▼ Property Use ▼	▼ Type of Work ▼	▼ Permit Type ▼	
☐ Agricultural - Acres: _____	☐ Basement Finish	☐ New Construction	**Existing Building**
☐ Single family dwelling	☐ Deck	☐ Addition	☐ Move Building
☐ 2 – family dwelling	☐ Accessory Structure / Detached Garage	☐ Remodel	☐ Demolition
☐ Multi-family dwelling	☐ Porch	☐ Repair	☐ Driveway
☐ Townhouse	☐ Replace Siding : Valuation $_____	☐ Replacement	☐ Curb/Street Cut
☐ Commercial		☐ Tenant Improvement	☐ Swimming Pool
☐ Industrial	☐ Replace Windows/Doors: Valuation $_____	☐ Fire Damage / Repair	☐ Manufactured Home
☐ Hospital / Medical			
☐ Public building	☐ Miscellaneous _____	☐ Other: _____	
☐ Hotel / Motel			

**▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼ OFFICE USE ONLY ▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼▼

PERMIT APPLICATION REQUIREMENTS

One and Two Family Dwellings

☐ One (1) signed and completed building permit application including a current contractor license number.

(B) ☐ Two (2) copies of detailed plans, drawn to scale including but not limited to; foundation plan and wall design including foundation wall insulation, radon control system, floor plan(s), cross section(s), elevation plan(s), beam size(s), joist size(s) and spacing, label window and door openings with the manufacturing U-value, and label all exterior wall and ceilings with the R-value.

(C) ☐ Three (3) copies of a scaled Certificate of Survey prepared by a Minnesota registered land surveyor complying with City approved Survey requirements (maximum size 11 x 17).
Survey requirements – see City Website

(D) ☐ One (1) copy of energy code design criteria labeled on the plan, verifying that the building envelope meets the provisions of MREC Table R402.1.1 or MREC Section R405 Simulated Performance Alternative.

(E) ☐ One (1) copy of calculated heat loss / gain and calculated cooling load verifying HVAC sizing in compliance with the Minnesota Energy Code.

(F) ☐ One (1) copy of IFGC Appendix E, Worksheet E-1 calculating combustion air size, **AND**
One (1) copy of IMC Table 501.4.1 calculating makeup air quantity **OR** other calculations approved by Building Official.

(G) ☐ One (1) copy of Residential Energy Efficiency Certificate per MREC R401.3

(H) ☐ One (1) Washington County driveway permit, if on County Road.

(I)☐ One (1) Erosion control plan or SWP permit number.

Remodel / Repair / Addition / Deck Requirements

☐ Two (2) copies of plan showing footings, beams and joists, label window and door openings with the manufacturing U-value, and label all exterior wall and ceilings with the R-values.

☐ Include (D) from above if enclosed habitable space.

☐ One (1) site survey for additions and deck.
- include lot dimensions, structure size, location and setbacks of proposed structure, location of driveway, and location of well / septic (tank and drain field).

Detached Accessory Buildings

☐ Site plan approval

☐ Include items (A), (B) & (I) from above.

☐ Fully dimensioned site plan including lot dimensions, structure size, location and setbacks of proposed structure, location of driveway, and location of well / septic.

Farm Site Building

☐ Include items (A), (H) & (I) from above.

☐ Two (2) copies of detailed plans, drawn to scale including, but not limited to; foundation plan, roof and wall design.

☐ Fully dimensioned site plan including lot dimensions, structure size, location and setbacks of proposed structure, location of driveway, and location of well / septic (tank and drain field).

COMMERCIAL, INDUSTRIAL, AND MULT-UNIT RESIDENTIAL (*)

- Foundation Only

- ☐ 2 sets of Structural Plans
- ☐ 2 sets of Civil Plans
- ☐ 1 Certificate of Survey
- ☐ Storm water Protection plan (SWP)
- ☐ 1 Code Analysis **
- ☐ 1 Project Specs
- ☐ 1 Special Inspection & Testing Schedule
- ☐ 1 Soils Report
- ☐ Meter size must be established – if applicable
- ☐ Met Council SAC Determination (651) 602-1531

- Interior Improvement

- ☐ 2 sets of Architectural Plans
- ☐ 1 Code Analysis **
- ☐ 1 Project Specs
- ☐ 1 Key Plan
- ☐ 1 Master Exit Plan with 11 x 17 copy for emergency services
- ☐ 1 Energy Calculations complying with the 2012 Commercial Energy Code (Chapter 1323 of the 2015 MSBC) ***
- ☐ Fire Stopping Submittals
- ☐ Meter size must be established – if applicable
- ☐ Met Council SAC Determination (651) 602-1531

- New Building

- ☐ 1 Soils Report
- ☐ 1 Certificate of Survey
- ☐ 2 sets of Structural Plans
- ☐ 2 sets of Architectural Plans
  - o HVAC units required on building elevation / site plan
- ☐ 2 sets of Civil Plans
- ☐ 2 sets of Landscaping Plans
- ☐ 1 Code Analysis **
- ☐ 1 Energy Calculations complying with the 2009 Commercial Energy Code (Chapter 1323 of the MSBC) ***
- ☐ 1 Special Inspection & Testing Schedule
- ☐ 1 Project Specs
- ☐ 1 Master Exit Plan with 11 x 17 copy for emergency services
- ☐ Fire Stopping Submittals
- ☐ 2 Fire Suppression / Alarm system plans
- ☐ Meter Size must be established
- ☐ Met Council SAC Determination (651) 602-1531
- ☐ Storm water Protection plan (SWP)

* Call the Minnesota Department of Health at (651) 201-4500 or visit http://www.health.state.mn.us/divs/eh/food/license/index.html for details regarding food & beverage or lodging facilities.
** Contact Building Official for required documents.
*** 2012 Energy Code Compliance Forms are available at http://www.ashrae.org/technology/page/97.
Scroll down to "Interactive 90.1-2010 Compliance Forms"
You will need the ANSI/ASHRAE Standard 90.1 – 2010 to complete the compliance forms.

***** IMPORTANT *****

- All documents must be submitted with permit application.
- Allow up to ten working days for permit processing.
- Failure to submit required information or submitting an incomplete application may delay permit processing.

Additional required permits:

- Driveway permit (City / County / MNDOT)
- On-site sewage treatment permit (if applicable) Washington County (651) 430-6676
- Plumbing permit (City)
- Water conditioning permit (City)
- Sewer and Water permit (City)
- Mechanical permit (City)
- Electrical permit (City)
  - http://www.ci.scandia.mn.us: Electrical Permits
  - or call Dave Kichler @ (651) 462-6829, 7-8:30 am, M-F

CALL BEFORE YOU DIG. Call Gopher State One Call at (651) 454-0002 for protection against underground utility damage.
Call 48 hours before you intend to dig to receive locates of underground utilities. http://www.gopherstateonecall.org/