

RESIDENTIAL BUILDING – MINIMUM PLAN REQUIREMENTS

The following items must be submitted before the issuance of a building permit. While not all inclusive, the above comments should be used as a general guide to code compliance. Complete and accurate information is required and will assist the plan review process.

SCALE MINIMUMS	
Foundation Plan(s)	1/4" scale
Floor Plan(s)	1/4" scale
Cross Sections	1/4" scale
Elevations	1/4" or 1/8" scale

1. Signed and completed Building Permit Application form
2. 1 copy of completed detailed plans either printed in an easily readable size or emailed in PDF format to permits@wspmn.gov with the application.
3. 1 copy of signed certificate of survey, drawn to scale, if required by the City Planner (if you are unsure if a survey is needed, contact the City Planner at 651-552-4134). The survey must include the following:
 - a. The statement: "I hereby certify that the proposed grades, lot evaluations, building elevations and foundation type are in conformance with the approved grading plan except as noted."
 - b. Building elevations for the top of foundation and garage floor. The garage floor and top of foundation must be at least 18 inches above the curb at the center of the driveway. Building with less than 35 feet setback from the street may be approve with alternate elevations.
 - c. Foundation type (full basement, lookout, or walkout).
 - d. Driveway grade (3% minimum, 10% maximum).
 - e. Building dimensions including cantilevers, bay windows, decks and porches.
 - f. Setback dimensions from building(s) to adjacent property lines,
 - g. Spot elevations conforming to the as built grading plan at the following locations:
 - i. Lowest ground elevation adjacent to the building
 - ii. Lot corners
 - iii. High point drainage breaks
 - iv. Where drainage swales intersect lot lines
 - v. Where ponding easements intersect lot lines
 - h. Curb elevation at the center of proposed driveway and extended lot lines.
 - i. Easements and drainage ways abutting or within the property.
 - j. Drainage arrows.
 - k. High water level for adjacent ponds, wetlands and other water features.
 - l. Existing elevations of adjacent buildings and lot corners.
 - m. Erosion control measures.
 - n. Sewer and water layout

4. Additional submittal information may be required as determined by the building inspector.
5. Contractors' current license number.

PLANS:

1. Foundation Plan(s)

- a. Completely and accurately dimensioned
- b. Footing sizes and locations:
 - i. Exterior and interior bearing walls
 - ii. Post pad footings
 - iii. Porch and/or deck footings
 - iv. Fireplace footings
- c. Vertical foundation wall reinforcement: 1 #4 bar at 5' wall height, 1 #5 bar at 6'-7' wall height, 1 #6 bar at 8' wall height installed at maximum of 6' on center. Anchor bolts and aligns with vertical reinforcing. If foundation walls are parallel to floor framing, solid blocking or diagonal bracing must be installed at anchor bolt locations in the first two joist or truss spaces. In addition, approved metal angle clips must be used to fasten floor joists or block the sill at the anchor bolt locations.
- d. Brick ledge and stepped wall locations
- e. Door and window locations and sizes
- f. Interior wall construction materials
- g. Identify cantilevers and method of construction
- h. Identify plate materials
- i. Size of all beams and headers
- j. Crawl space location, access size and wall insulation
- k. Floor joist site, spacing and direction
- l. Identify room use by name
- m. Identify unexcavated areas
- n. Location of:
 - i. Furnace
 - ii. Smoke detectors
 - iii. Water heaters
 - iv. Floor drain(s)
 - v. Sump pump
 - vi. Bathroom fixtures
 - vii. Water meter
- o. Location and size of stairs with direction of travel
- p. Slab on grade dwellings must have drain tile installed at the footing level around the entire perimeter of the building, including the garage. The drain tile must be connected directly to the storm sewer if available. If storm sewer is not available, a sump basket and pump is required per City Ordinance.
- q. Poured foundations: Identify wall thickness reinforcement sizes and location
- r. Wood foundations: Require completion of 'Supplement to Building Permit for Wood Foundations'.

2. Floor Plan(s)

- a. Completely and accurately dimensioned
- b. Door and window locations and sizes
- c. Brick facing layout

- d. Identify cantilevers and method of construction
- e. Size all beams and headers
- f. Floor joists size, spacing and direction
- g. Identify room use by name
- h. Location and size of stairs with direction of travel
- i. Deck and/or porch construction
- j. Floor joist size and spacing including beam/header size and rafter/truss size with spacing
- k. Attic access size and location
- l. Location of fireplace with type of fireplace and hearth size
- m. Location of any girder trusses
- n. Handrail and/or guardrail with height and spacing of stiles or rails
- o. Location of furnace flue
- p. Smoke detector locations
- q. Location of plumbing fixtures and exhaust fans
- r. Identify garage firewall construction and self-closing fire door

3. Cross Sections – provide necessary cross sections which shall be sufficiently detailed to indicate the location, nature and extent of the work proposed

- a. Footing size with exterior and interior bearing walls
- b. Drain tile location
- c. Foundation type, size, number of courses of block, and reinforcing anchor bolt size and spacings
- d. Identify plate materials
- e. Identify floor joist size and spacing
- f. Identify flooring material
- g. Label foundation insulation, R-value and vapor barriers
- h. Basement floor thickness
- i. Stairway rise, run, headroom and handrail
- j. Exterior wall construction:
 - i. Siding
 - ii. Sheathing (type, thickness)
 - iii. Spacing
 - iv. Insulation
 - v. Vapor barrier
 - vi. Interior finish
 - vii. Stud size
 - viii. Sill plate material type
- k. Ceiling height
- l. Roof construction:
 - i. Rafter/truss size & spacing
 - ii. Roof sheathing
 - iii. Attic insulation
 - iv. Roof ventilation
 - v. Soffit ventilation
 - vi. Ceiling finish
 - vii. Ceiling vapor barrier
 - viii. Ice build-up protection
 - ix. Soffit/fascia material
 - x. Wind wash

4. Elevations

- a. Roof
 - i. Pitch
 - ii. Ventilation
 - iii. Overhang dimension

- b. Siding material (exterior finish materials)
- c. Location of
 - i. Doors and windows
 - ii. Decks and/or porches
 - iii. Chimney with height
 - iv. Chimney saddle
 - v. 4" minimum house numbers