



City of Owatonna Residential Plan Submittal Checklist

This checklist has been provided for an efficient plan review and permit issuance process. If details are omitted or plans are submitted incomplete, the review process will be postponed and may result in an issuance delay of the building permit until all required information is submitted.

Project Address: _____ Valuation/Const. Cost: _____

General Contractor: _____ Contact #: _____

Mailing Address: _____ Email: _____

Basic Design Information

- Wind exposure: B or C
- Ground snow load: 50 psf
- Floor load: 30-60 ps
- Basic wind speed: 90 mph
- Weather: severe
- Frost depth: 42" minimum
- Termite hazard: moderate
- Decay: slight
- Climate zone conditions: Zone 6A
- Winter design temp.: -16 degrees
- Soil conditions: assumed 1500 psi max.
- Summer design temp: 86/73
- 2015 Minnesota State Residential Code, Chapter 1309; 2012 IRC amended

Provide two (2) sets of complete plans. *The following bulleted information must be provided on the plan page listed. Additional duplicate notes may be placed on other pages for clarity; additional information can be found on the Storm Water Management and Building Inspection Division website(s)*

Site Plan:

revised 3/15/2015

Proposed drainage plans and calculations shall be prepared in accordance with the approved Stormwater Management Plan for the applicable subdivision plat. If no Stormwater Management Plan exists, proposed surface drainage must be indicated on the site plan based on final grade.

1. General

- 1.1 Owner's name, address, phone number, email list on plan.
- 1.2 Graphic scale not less than one inch to 50 feet (1" = 50')
- 1.3 North arrow and legend included on plan.
- 1.4 Completed MPCA Subdivision Registration application and submitted to MPCA.
- 1.5 Completed Grading/ Erosion and Sediment Control Permit application included in submission.

2. Existing Site Conditions

- 2.1 Boundary lines of proposed plan clearly indicated.
- 2.2 All adjacent areas to the site which may be affected by land disturbing activity.
- 2.3 Existing surface features including roads, trees, and other buildings in the area.
- 2.4 Acreage and lot dimensions.
- 2.5 Location, dimensions, and total area of existing structures. (Houses, garages, decks, storage sheds, porches, retaining walls, etc.)
- 2.6 Existing topography with a contour interval appropriate to the topography of the land.
 - 2.6.1 Significant topographical or physical features of the site.
 - 2.6.2 Identification of all steep slopes, ravines and bluffs.
- 2.7 Drainage features such as ponds, wetlands, infiltration areas, ditches, drainage ways, etc. clearly illustrated.
 - 2.7.1 Identification of any landlocked or poorly draining areas.
 - 2.7.2 Normal water level and 100-year flood elevation of wetlands, flood plains, and water bodies.
- 2.8 Location and purpose of existing easement clearly indicated.

3. Final Site Conditions

- 3.1 Minimum building setback lines as required by the zoning ordinance.
- 3.2 Proposed drainage and utility easements are shown and labeled on the plan.
 - 3.2.1 Applicant to obtain necessary easements to permit runoff to flow onto properties from owner(s).
 - 3.2.2 Easement documents signed and submitted to Engineering Department with recording fee.
- 3.3 Directional flow arrows of finished grading showing flows onto, across, or off the project site.
 - 3.3.1 Elevations of any site overflows clearly marked.
 - 3.3.2 Control and spot elevations for drainage ways are shown.
- 3.4 Building pads are shown and type of structure to be built is shown.
- 3.5 Proposed lowest floor/opening elevation, top of foundation, and elevation of lot corners clearly indicated on Plan.
 - 3.5.1 Floor elevation and grade adjacent to building must be minimum of 2' above 100-year water level.
 - 3.5.2 Floor elevation and grade adjacent to building must be a minimum 1' above emergency overflow elevation.
- 3.6 Foundation elevation shall be between 18" and 32" above sidewalk grade, as measured at the front most corner of the garage closest to the site property line, for all lots platted prior to April 1st, 2008.
 - 3.6.1 Certification of foundation elevation by licensed land surveyor or engineer shall be submitted prior to foundation wall inspection.
- 3.7 All Lots platted after April 1st, 2008 must conform to the foundation elevation and structure type as specified on subdivision approval.
- 3.8 Certification of foundation elevation by licensed land surveyor or engineer shall be submitted prior to foundation wall inspection.
 - 3.8.1 Foundation elevations varying from approved proposal shall submit a new site plan by a licensed land surveyor or engineer.
- 3.9 Top of foundation must be a minimum of 6" above grade directly adjacent to foundation, and 1' above grade 10' from the foundation. (grade at 10 feet from building must be 1 foot below top of foundation).

4. Stormwater Pollution Prevention Plan (SWPPP)

- 4.1 Schedule of anticipated start date and installation of erosion and sediment control best management Practices.
- 4.2 Provisions for maintenance and inspection of erosion and sediment control BMP's clearly indicated on plan.
- 4.3 Maintenance and inspections conducted in compliance with most recent MPCA Construction Activity Permit timeline requirements.
- 4.4 Plan for temporary stabilization methods clearly indicated.
- 4.5 A description of proposed permanent stabilization measures to be taken, including specifications, times frames/scheduling, and responsible party.
 - 4.5.1 Plan for temporary and permanent winter erosion and sediment control for projects that extend or start after November 15th.
- 4.6 Locations of all proposed land disturbances and any phasing of the activities.
- 4.7 Locations and specification of perimeter control method shown on plan.
- 4.8 Locations and protection of all temporary stockpiles.
- 4.9 Location and dimension of temporary rock construction entrance(s).
- 4.10 Location and specification of inlet protection in downstream catch basin(s).
- 4.11 Plan for all dewatering activities.
- 4.12 Plan for all concrete washout containment, no concrete waste shall contact ground.
- 4.13 Measures to manage all solid and liquid wastes from construction and building activity clearly indicated.
 - 4.13.1 In compliance with most recent MPCA Construction Activity Permit (Part IV. F. Pollution Prevention Management Measures.)
- 4.14 Plan for keeping street clear of tracking clearly indicated on plan, including timeframe.

The following bulleted information must be provided on the plan page listed. Additional duplicate notes may be placed on other pages for clarity;

Elevations Plan:

- Front, rear and side(s) elevations.
- Dimensioned height of: foundation walls, floor assembly, floor to ceiling heights, and roof peak heights. Indicate vaulted ceilings and tall walls.
- Roof venting (How many and what type?)(Identify attic square footage and clear vent opening)
- Roof pitch
- Location of windows each level (including window wells)
- Type of exterior wall coverings (including veneers)
- Indicate garage door meets 90 mph design criteria.
- Indicate hillsides (If applicable)
- Location of retaining walls, height and construction type.

Floor Plan: (Identify all of the following information)

All additional floor plan pages must contain the same criteria.

- Smoke/carbon monoxide detectors;
- Stair construction notes: rise/run/width/closed risers, guards, handrail(s) and headroom;
- Stair and landing locations including direction of travel;
- Attic access panel location;
- Window/door flashing description;
- Window manufacture/make and model;
- Floor plans shall be to scale with dimensions;
- Window/doors – identify opening size, header size (type/species) and number of cripple studs, safety glazing and egress, window fall protection;
- Point loads – including end reactions from all headers, beams and girders with indicator on each floor plan including foundation plan. (Indicator example. ♦ =7900#);
- Columns (type/species) including connectors;
- Room, uses and if finished or unfinished;
- Utility/laundry room and appliance/equipment locations;
- Fireplaces, decorative appliance locations and direction of venting;
- Masonry fireplaces, hearth size and floor system design for added weight;
- Granite countertops, locations, and floor system design for added weight;
- Describe type of fire separation between house and garage, including soffits;
- Identify deck(s) seasonal porch locations.
- Cantilevered floor locations, rim joist, R-value, insulation, vapor barrier, etc.;
- Party walls or fires walls (if applicable – multi-unit /duplexes);

Braced Wall Plan:

- Wind exposure category “B” or “C” identified by note on braced wall plan.
- Each level – identify braced wall lines, braced panel locations (interior and exterior walls) and braced wall panel width (dimensioned);
- Provide the method of braced wall compliance, calculations of each wall line requirement based on story, wind category and spacing between wall lines;
- Provide details of braced wall panel construction (nailing/screw pattern, top and bottom plate attachment, interior and exterior floor blocking & spacing, interior wall covering (R602.10.4.3) etc. (all relevant details).

The following bulleted information must be provided on the plan page listed. Additional duplicate notes may be placed on other pages for clarity;

Foundation Plan: (Identify all of the following information)

- Continuous footing: including location, width, depth and reinforcement;
- Point load locations;
- Pad footing locations, reactions, size, depth and reinforcement;
- Structural engineering shall be required for cumulative loads over 12,000 lbs. (Columns and footings) {Department Policy based on IRC R301.1.3};
- Cantilevered foundations (lookout foundation walls) per IRC R404.1.3 shall be engineered;
- Slab thickness, reinforcement, vapor barrier, rock and radon mitigation requirements;
- Foundation intersecting walls tie-in method/reinforcement;
- Brick/stone support requirements;
- CSST bonding requirements and electrical grounding to the footing reinforcement and location.

Cross Section Plan: Provide one or more cross sections to clearly identifying all materials and components of construction from footing to roof including:

- Exterior Section:
 - a) Foundation type and backfill height (Full, walk-out, cantilever/ split, block, ICF, poured);
 - b) Foundation wall height (ceiling height) & backfill height, clearance to grade and slope of grade;
 - c) Footing size and reinforcement, footing: concrete compressive strength;
 - d) Sill plate size and material;
 - e) Vertical/horizontal reinforcement, size and spacing;
 - f) Anchor bolts, washer size and spacing. (Must line up with wall reinforcement);
 - g) Wall/rim insulation, installation type, R-value, framing, fire-blocking, vapor barrier;
 - h) Energy code compliance details, caulking, poly, sealed/gasketed electrical boxes;
 - i) Floor joist blocking and spacing;
 - j) Waterproofing material, protective covering, drainage tile and rock cover;
 - k) Foundation Insulation, type, thickness, and protective covering material including flashing method. Exposure above grade noted.
 - l) Identify the type and spacing of lateral connectors to be used at sill plate to floor joist systems and blocking. {IRC R404.1 #5}
 - m) Floor system draft-stopping and fire-blocking;
 - n) Floor system fire protection (ceiling material for trusses and I-joist assemblies) {IRC R501.}
 - o) Wall/roof sheathing and fastening details;
 - p) Attic ventilation and insulation R-value;
 - q) Ice Barrier protection and roofing materials;
 - r) Exterior wall and roof coverings: fasteners and installation information;
 - s) Deck ledger attachment, cantilevered joist details, lateral attachment details;
 - t) Decking material and manufacturer's installation criteria, or complete City of Owatonna Deck Handout. Patio door fall protection shall be provided until deck is built.
- Stair cross section or construction notes including: widths and dimensions, materials, guards, handrails, headroom, enclosed-under stair protection, spindles, lighting, rise and run (nosing's);
- Identify window well construction: size, reinforcement, bond beams, clearances, height, ladders, drainage;
- Cross section/details of under slab mechanical ductwork, drainage system and insulation/vapor barrier;
- Multi-unit – Provide cross section of party wall/ fire wall foundation to roof and identify fire-stopping methods. (Identify Underwriters Laboratory or Gypsum Association listed assembly number)

The following bulleted information must be provided on the plan page listed. Additional duplicate notes may be placed on other pages for clarity;

Details Plan: (Provide the following specifications or additional submittal materials)

- Provide mechanical equipment schedule of all equipment: make, model, CFM's;
- 2012 Mechanical & Energy Code – Ventilation including continuous ventilation rate, Makeup, and Combustion Air Calculations, (balanced mechanical ventilation systems are required);
- Roof and floor truss packet including ¼ inch layout;
- Additional framing method for crushing of the top plate and sole plate at large point loads/truss reactions;
- Type of braced wall panel method will be used per IRC R602.10 and provide construction details, etc.;
- Garage door braced wall panel method/details. (IRC table 602.10.5, R602.10.6.2);
- Cantilevered foundation engineered design or Builders Association of Minnesota design. {R404.1.3} note: IRC Table 404.1.1(6), 404.1.1(7) & 404.1.1(8) cannot be used due to IRC table footnotes (f & i);
- I-joint manufacturer's information, size, model and relative installation details;
- Foam insulation products (type, brand and manufacturer) and provide ICC testing/evaluation report for use including compatibility of products in contact with this foam insulation product. (Note: foam products with a flame spread of >75 and a smoke development of >450 can be used in rim area up to 5-1/2" depth without thermal barrier or evaluation reports.);
- Manufacturer's flashing details (including pan flashing) for windows and doors;
- Fireplace/appliance manufacture's details for clearances and venting and termination requirements, (direct outside air and gasketed doors required);
- Retaining walls -- Manufacturer's engineering & installation instructions or structural engineering;
- Stucco/EFI/stone, etc. – Manufacturer's detailed installation instructions;
- Details of compliance with the tall wall policy or structural engineering (job specific) for walls over 10' in height that have openings in them. (Including: headers, stud materials, connections, cripples, king studs, sheathing, etc.) {IRC R602.3.1, table 602.3(5) & 602.3.};
When used, provide:
- Manufacturer's design requirements for ICF, Reward Walls or similar foundations products;
- Manufacturer installation instructions for all in-floor heating systems, boilers and tubing, etc.;
- Manufacturer installation instructions for steel roof products or similar roof coverings;
- Multi-unit party wall/fire wall separation: Provide UL or Gypsum Association listed assembly for wall construction;
- Manufacturer's installation information for on-demand water heating equipment.

I certify that the above information has been included in the plan submittal as required for a timely review process. I fully understand that omitted details or incomplete plans can postpone the plan review process and result in an issuance delay of the building permit.

Signature: _____ Date: _____

This checklist has been created to be a guide to the minimum information that must be provided at time of submittal. Additional information may be requested on a case by case basis. The contractor shall verify that all documents and details clearly identify the buildings construction and have been addressed within the plans. (Submittal of the complete construction information will assist in an efficient plan review and reduce delays while waiting for further information). A typical house, once submitted should be able to be reviewed for permit issuance within 5 days. Field modifications may require plan submittal.