

3750 Bridge Street NW

St. Francis, MN 55070

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Addition Plan Information Sheet

The following are required when submitting proposals:

- Two sets of plans, drawn with dimensions.
- A minimum of one elevation, one plan view per floor level and one section view per area being added.
- A survey map showing the location of your project.
- Call or visit City Hall to see if your property has a survey available.
- If septic system/well present - indicate location and back-up site.
- Although you do not need to draw plumbing, electrical or heating plans, separate permits are required. The building permit covers only structural, insulation and finish products.
- Owner must be able to show corner monuments of the property or have the site surveyed to the satisfaction of the inspector on the site.
- Call Gopher State One Call prior to any digging to verify utility locations. Call 651-454-0002 48 hours in advance of digging.
- **Electrical Permit Requirements:** New electrical work requires approval from the State Electrical inspector. Contact Levi Stoy between 7 - 8:30am Monday through Friday at 763-607-2583 for required permits. Final approval for the basement permit will not be granted until electrical permit requirements are satisfied.
- A septic system compliance inspection report must be completed and submitted with the building permit application - prior to permit issuance - for any single-family dwelling adding a bedroom to the house. In this case, septic systems which are non-complying or undersized must be brought up to code.
- When additions/alterations are done on a home and require access to inside the dwelling, battery operated or hardwired with battery operated backup

- Additions to existing building or portion shall conform to the provisions to MN Energy codes 1322.0100
- Need to verify energy compliance
- Smoke detectors must be installed throughout the existing dwelling per code. Smoke detectors would be required in each bedroom, hallway serving bedrooms and on each floor level of the dwelling.
These must be installed and operational by final inspection.

Plan View: Foundation

- Locate addition in relation to existing home.
- Indicate whether the addition is a crawl space, full depth foundation or post footings.
- Include written dimensions and locations.
- If it is being built on post footings, the footings must be sized for submittal of plans.

Plan View: Floor

- Include written dimensions on the plan.
- Locate all doors and windows.
- Provide rough opening sizes and U-values from the manufacturer for each window unit and door.
- Provide header and beam sizes, as well as type of material being used. (e.g. 2 - 2" x 10" Doug Fir or 2- 9-1/2" LVLs.)
- Provide a floor plan for each level being built.
- Indicate direction and spacing of joists, rafters/trusses e.g. 12", 16" or 24" on center.
- Indicate the use (e.g. Bathroom, family room, bedroom) of the new room(s) and those adjoining the addition.
- All bathrooms without operable windows must have mechanical exhaust fan provided in the room - ducted to the exterior of the building.
- All sleeping rooms must be provided with code complying egress windows and smoke alarms.
- All habitable rooms shall have a minimum ceiling height of not less than 7 feet.
- If more than one area is being built, provide one section view for each area. (See graphic below)

Example Only

These examples show the detail required for plan submittals to the Building Department. From your drawings, plan reviewers should be able to verify the project details.

