



## New Construction Guidelines for Single Family Dwellings

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This document is being generated to specify the required submittals for application to construct a new home in the City of St Francis.

**Application Packet:** This needs to be provided by the person responsible for the project. A licensed contractor or a homeowner can apply for any project but it is important to note that the person who signs the application is required for the design, construction and code compliance. The following list needs to be provided to have a completed application packet:

- Building permit Application
- Two (2) copies or one (1) copy & one (1) digital PDF of building plans (to scale).
- Two (2) copies of the certificate of survey by a registered Land Surveyor or engineer (To scale)
- Erosion Control Plan
- Completed Sub-Contractor list
- Completed Energy code Compliance Certificate
- U-Factors of each window & door including on plan (specific to each location)
- Radon mitigation design & materials shown on plans
- Braced wall panel details and methods for the entire structure provided on plans, including sheathing type, fastening methods, and specific locations of bracing units.
- Site or model specific structural engineer's design for cantilevered sill plates.
- Septic Design & Permit with soil verification (if located in the rural portion of the City)

**Survey:** A licensed surveyor or engineer must provide a survey which will reflect both existing and proposed features, including structures, utilities, paved and wooded areas, water bodies and ditches. Lot lines and proposed setbacks shall be identified for all buildings.

Well, septic tank, drain field as well as the secondary soil treatment locations must be provided on surveys for properties that are to be developed in the rural portion of the city.

**Building Plans:** Floor plans with room layouts and uses identified, cross sections and elevations will be needed to verify they meet both city and state code requirements.

Chapter 6 of the Minnesota State Residential Code specifies the wall bracing requirements and building plans will need to include the Energy Code Compliance Certificate.

Questions on specific code requirements can be directed to a member of the Building Department staff or the entire code text is available at <http://www.dli.mn.gov/CCLD/codes15.asp>