



Building Inspections

Positioned to Thrive

NEW SINGLE FAMILY DWELLINGS PERMIT SUBMITTALS

(REVISED 12/16/19)

SITE ADDRESS: _____

APPLICANT: _____ **PHONE #:** _____

Please print

- Building Permit Application** complete, including general contractor and sub-contractors names and current license numbers, addresses, phone numbers, and emails.
- Building Plans**, pdf digital files to scale including but not limited to;
 - ✓ Foundation/footing plan(s) & engineered foundation wall design and insulation,
 - ✓ Radon control system and location,
 - ✓ Floor plan(s) including all beam and joist manufacturers, sizes and spacing,
 - ✓ Braced wall layout plan(s) indicating braced wall panel locations, type and connections,
 - ✓ Cross section(s), elevation plan(s), and stairway details,
 - ✓ Thermal envelope and insulation values in all exterior walls, foundations, rims, floors and ceilings.
- Certificate of Survey** pdf digital file to scale and prepared by a Minnesota registered land surveyor complying with City Survey requirements including elevations and setbacks.
- SWPPP Verification Form** completed in full.
- New Construction Energy Code Compliance Certificate** R401.3 including insulation values, mechanical systems, average fenestration U-factor, make-up and combustion air requirements.
- Mechanical Ventilation and Fuel Gas Code Forms** including but not limited to:
 - ✓ Table 403.5.2 Ventilation Requirements
 - ✓ Table 501.4.1 Makeup Air Calculation
 - ✓ Table 501.4.2 Makeup Air opening sizing table (if needed)
 - ✓ IFGC Appendix E Residential Combustion Air Calculation Method, Table E-1 for Volume or Table 304.1 Combustion Air Requirements
 - ✓ Calculated heat loss/gain and calculated cooling load verifying HVAC sizing.

The above submittals define a **complete application** for a Building Permit for a new single-family dwelling. (MSBC 1300.0130). **Complete Submittals** will be through <https://bsaonline.com/?uid=3059>. Additional info on the submittal process can be found at <https://www.lakevillemn.gov/849/Digital-Permit-Submittal> along with fillable pdf copies of the required forms. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur.

You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.