



Residential New Home Construction Checklist

A separate permit is required for each address. All materials and installation of all materials must comply with the Minnesota State building Code and the manufacturers' installation specifications for each product.

Permit Applicant: _____

Address or PID #: _____

- Permit Application completed in entirety including Township Signature
- New Home signed checklist acknowledging all required documents are attached and submitted
- Building Plans - complete set of plans including structural and braced wall design, floor layout, cross section, elevations and energy
- Heat Loss, Combustion Air & make-up Air Calculations
- Energy Code Compliance Certificate – must be completed in entirety
- Lighting Schedule – may be a deferred submittal, but must be received and approved prior to scheduling final inspection
- Engineered Design – Engineered design shall be submitted if construction cannot be verified by the minimum prescriptive requirements of the 2015 Minnesota Building Code. An engineered design must be sealed by a structural engineer licensed in the State of Minnesota
- Survey/Detail Site Plans – A Certificate of Survey is required for new home construction illustrating dimensions, lot lines, setbacks and elevations
- Specifications – Provide product installation specifications if any materials or fasteners require specific manufacturer's specifications for installation
- Complete Septic Design and or / Septic Pumping Contracts
- Erosion and Sediment Control Agreement and Plan – Complete Erosion & Sediment Control General Notes for Building Permits form, signed Building Permit Erosion & Sediment Control (ESC) Escrow Agreement form, survey, aerial photo or other accurately scaled drawing showing the proposed structure location. Plans must include Low Floor Elevation (in mean sea level), location of perimeter control, limits of grading / construction area and location of rock entrance.

- Driveway Permit – Please refer to the Scott County Driveway Permit link to access information regarding requirements for County Driveway Permits. Scott County does not permit for the State or Township, only for the County. Please refer to the State and Townships regarding state or township roads.

- Subcontractor List – Provide all subcontractor names, email address and license number

I acknowledge that if the permit application is submitted without all the required submittal documents this permit may be delayed.

Applicant's Signature

Date