



NEW CONSTRUCTION CHECKLIST FOR SINGLE FAMILY, 2 FAMILY, TOWNHOME AND ACCESSORY DWELLING UNIT (ADU)

[2020 MINNESOTA RESIDENTIAL CODE](https://www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes)

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BUILDING PLAN REQUIREMENTS

The items required to be included in the plans for review:

- ☐ A complete set of “for construction” plans to include:
 - ☐ Floor plans for each level with
 - ☐ Room types labeled
 - ☐ Types and sizes of windows and doors (size and width noted)
 - ☐ Walls, windows, doors, plumbing fixtures, countertops, all permanent fixtures
 - ☐ Header sizes, spans, direction and spacing of joists and/or floor and roof trusses, footing sizes, and any/all other pertinent structural members
 - ☐ Scaled elevations of each side of the house
 - ☐ Sections from footing to ridge vent identifying all materials used in the construction and the dimension floor to ceiling height for each level
 - ☐ **Braced Wall Plan** per section R602.10 or R602.12 of the 2020 MN Residential Code to include below items, *or* shear wall design/plan signed by a MN Licensed Structural Engineer
 - ☐ Braced wall panel lengths and locations along braced wall lines
 - ☐ Braced wall panel construction method from Table R602.10.4
 - ☐ End conditions for braced wall lines with continuous sheathing per Figure R602.10.7
 - ☐ **Energy Code Compliance**
 - ☐ Completed [New Construction Energy Code Compliance Certificate](#)
 - ☐ Show radon system installation information on plans
 - ☐ All insulation information (type of insulation and R-values shown on plans)
 - ☐ **Certified survey** showing (must be signed and drawn by licensed surveyor):
 - ☐ Property lines and setbacks to new structure(s)
 - ☐ Existing AND proposed elevations/topography (sufficient to determine established grade plane around structure)
 - ☐ Top of block and/or FFE elevation
 - ☐ Drainage arrows
 - ☐ Sidewalks, driveways, patios, alleys, and curb cuts
 - ☐ Retaining walls, if applicable, including top of wall and bottom of wall elevations, and wall setbacks to property lines and buildings
 - ☐ Erosion Control Plan



ZONING

All new construction projects are subject to a Zoning Review. Contact the zoning department at 651-266-9008 for questions regarding designs, setbacks, height, lot coverage and opening requirements. The Zoning review will for the project will automatically occur with the building permit application once plans have been submitted. The Zoning Code can be viewed online [here](#).

BUILDING PERMIT FEES: The total building permit fee is comprised of the following items:

- Building permit fee based on project valuation (See [Building Permit Fee Schedule](#))
- State surcharge is calculated by taking the project valuation times \$0.0005
- Plan check fee is 65% of the building permit fee as determined by the schedule
- Zoning design review fee \$357.00
- SAC Fee (Sewer Availability Charge) \$2,485.00 per unit plus \$175.00 processing fee (credit received for prior construction)
- Parkland Dedication Fee \$1,200.00 per dwelling unit, to a maximum of 4.5% of the county assessor's estimated market value of the land. (credit received for prior construction)
- Detached garages require a separate building permit (See [Detached Garage Permit Fee Schedule](#))

[CONSTRUCTION MANAGEMENT ACKNOWLEDGEMENT FORM \(CMA\)](#) – Read through, fill out, and sign this form, and complete all requirements of the CMA prior to commencement of work. This form is required for residential projects in excess of \$25,000 valuation. Once the permit application has been submitted, the plan examiner reviewing the project can be contacted to obtain a copy of this form to sign for the project.



CONTACT INFORMATION

SEWER - Contact the City of Saint Paul Department of Public Works, Sewer Division for questions, permits, fees, inspections, specifications, plans, or information that may be required for sewer piping work performed outside the building.

Sewer Utility Division: 651-266-6234 PW-SewerCounter@ci.stpaul.mn.us

WATER - Contact Saint Paul Regional Water Services (SPRWS) for questions, permits, fees, inspections, specifications, plans, or information that may be required for the water service or water meter.

SPRWS 651-266-6350

ELECTRICAL POWER LINES AND METERING - Contact Xcel Energy 800-628-2121

WORK IN RIGHT OF WAY - Construction or repair of any driveway, sidewalk, curb, or other impervious surfacing within the public right of way requires a permit with Public Works, Sidewalks.

Public Works ROW - 651-266-6120 PW-ROWpermits@ci.stpaul.mn.us

BOULEVARD TREES - All maintenance / removal work being performed on public boulevard trees requires an approved permit issued by Saint Paul Forestry. 651-266-6400 forestry@ci.stpaul.mn.us