



City of Duluth
Construction Services & Inspections Division

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An Equal Opportunity Employer

Plan Intake Checklist for 1 & 2 Family Dwellings and Townhomes 2015R1

Applicants, use this checklist to make sure your plans and application packet are complete. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. Bring this list to the permit counter when you come to make your permit application.

Project address						
Applicant name				Applicant phone		
Applicant Checklist	Required Item(s):	Required-New Dwelling	Required-Addition	Required-Interior Remodel	Staff use only	
					Pre-Application Verification	STAFF
					Verified	Not Accepted
	Two identical copies of plans	X	X	X		
	Plans drawn to usable scale	X	X	X		
	Plans legible	X	X	X		
	Boundary Survey per policy	X	X			
	Site Plan					
	Drawn to scale with scale indicated	X	X			
	Consistant with Survey	X	X			
	Adjacent streets and alleys shown	X	X			
	Driveways AND REQUIRED PARKING shown	X	X			
	Drainage patterns shown	X	X			
	Legal Description	X	X			
	Proper line dimensions	X	X			
	All structures shown	X	X			
	Structures dimensioned	X	X			
	Setbacks from property lines shown	X	X			
	Plans signed by applicant	X	X			
	Foundations					
	Foundation Plan	X	X			
	Bearing wall footings & pads with dimensions	X	X			
	Depth to bottom of footing	X	X			
	Foundation waterproofing product	X	X			
	Foundation Wall Type	X	X			
	Max wall height from basement floor	X	X			
	Max unbalanced backfill	X	X			
	backfill soil type	X	X			
	Anchor bolt size, spacing and location	X	X			
	Foundation insulation (R-Value)	X	X			
	Protection of exterior foam insulation	X	X			
	ICF product manufacturer	X	X			
	All situations shown, ie: walkout wall, full height basement	X	X			

Project address

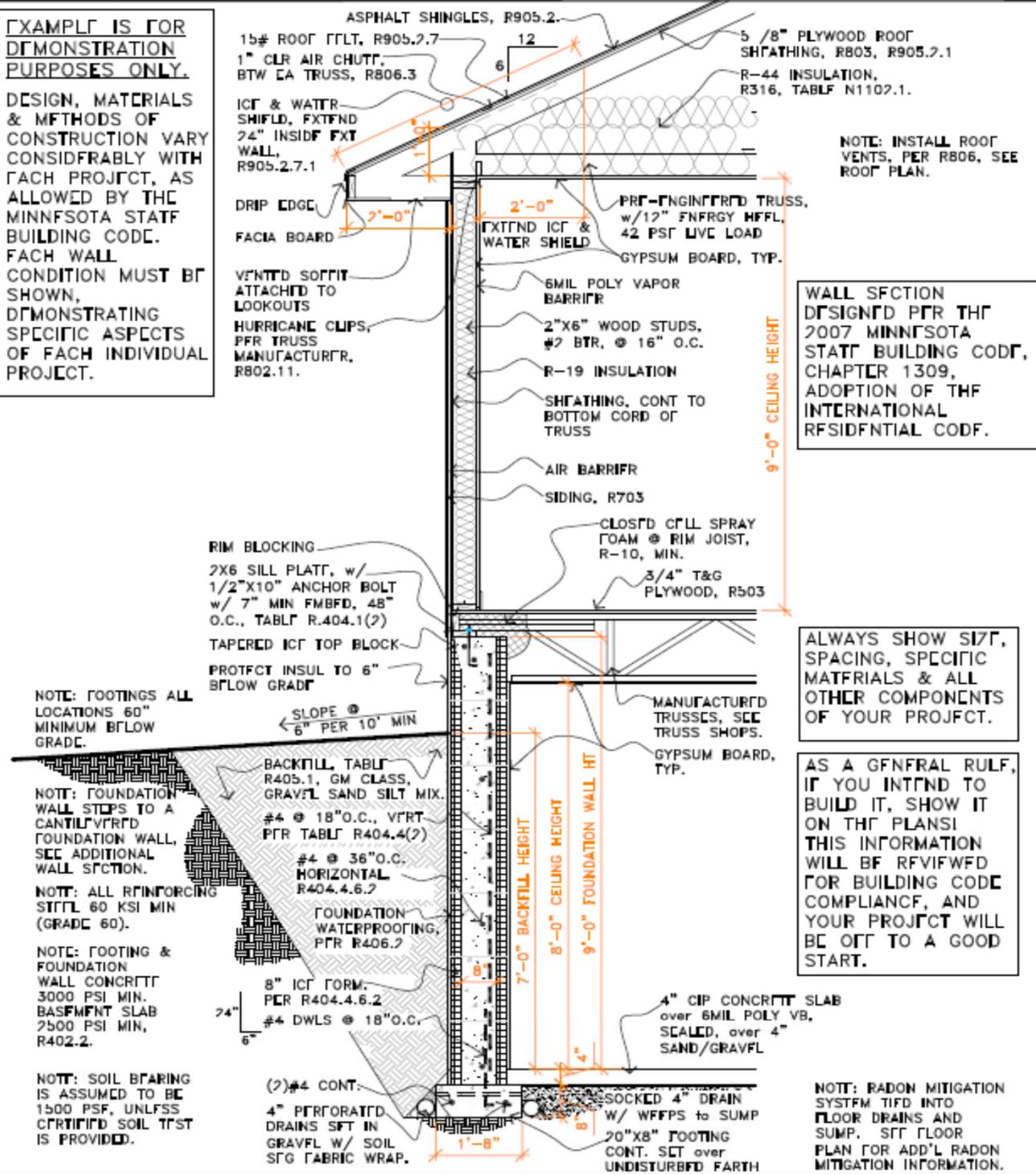
Applicant Checklist	Required Item(s):	Required-New Dwelling	Required-Addition	Required-Interior Remodel	Staff use only	
					Pre-Application Verification	STAFF
					Verified	Not Accepted
Foundations (Cont)						
	Foundation REINFORCING specified	X	X			
	Foundation drainage system shown	X	X			
	Interior Finish of foundation shown	X	X			
	Grade slopes away from foundation at 6"/10'	X	X			
	Rim joist insulation type (R-value)	X	X			
Basement Plan						
	Uses of spaces	X	X	X		
	Ceiling height	X	X	X		
	Egress windows identified	X	X	X		
	Sill height above floor	X	X	X		
	Clear opening dimensions	X	X	X		
	Window well (If needed)	X	X	X		
	Smoke and CO detectors shown	X	X	X		
	Required opening calcs or mech ventilation specs		X	X		
Floor Plans						
	Complete plans for each floor	X	X	X		
	Dimensioned	X	X	X		
	Identify uses of rooms	X	X	X		
	Stairways dimensioned	X	X	X		
	Handrails shown	X	X	X		
	Plumbing fixtures shown & dimensioned	X	X	X		
	Egress windows located in sleeping rooms	X	X	X		
	Sill height above floor	X	X	X		
	Clear opening dimensions	X	X	X		
	Smoke and CO detectors shown	X	X	X		
Garage						
	Garage seperation and door specified	X	X	X		
	Garage drainage specified	X	X	X		
	Slab thickness	X	X	X		
	Grade slope away from foundation @ 6"/10'	X	X	X		
	Elevations (All sides)	X	X	X		
	Finished grade shown	X	X	X		
Wall section(s) information sheet						
	Vapor retarder indicated on plan	X	X	X		
	Roof info	X	X			
	Ice & Water shield	X	X			
	Wind wash barrier	X	X			
	Type of roof covering	X	X			
	Roof Ventilation	X	X			
	Flashing and pan flashing details	X	X			
	Roof ventilation	X	X			
	Truss Specifications	X	X			

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	Decks					
	Framing and footings specified	X	X			
	Deck material specified	X	X			
	Ledger flashing shown	X	X			
	Deck stair and railing framing/dimensions	X	X			
	Miscellaneous					
	Narrow Wall Bracing					
	Spray foam insulation details	X	X	X		<
	Draftstopping in floors shown (1000sf sections)	X	X	X		<
	Radon control methods shown	X				<
	Window U-values	X	X	X		
	Energy Code Compliance Ventilation form	X				<
	Additional Info for Additions and Structures on Posts					
	Over 120=Entire structure designed by engineer	X	X			If applicable
	Ledger and connection	X	X			
	Edge beam support at existing building	X	X			
	Floor and roof framing	X	X			
	Heated or cooled space?	X	X			
	Adjacent building areas shown	X	X			
	Adjacent stairs shown	X	X			If applicable
	Piers, columns, connections, column bracing					
	Building Permit Application Form	X	X	X		
	Zoning Variance Approval Documents	X	X	X		
	Other Special Approval Documents	X	X	X		
	WLSDD CAF Fee Discussed	X	X	X		
	Erosion Control Permit Application Completed	X	X			

EXAMPLE IS FOR DEMONSTRATION PURPOSES ONLY.

DESIGN, MATERIALS & METHODS OF CONSTRUCTION VARY CONSIDERABLY WITH EACH PROJECT, AS ALLOWED BY THE MINNESOTA STATE BUILDING CODE. EACH WALL CONDITION MUST BE SHOWN, DEMONSTRATING SPECIFIC ASPECTS OF EACH INDIVIDUAL PROJECT.



EXAMPLE WALL SECTION NOT FOR CONSTRUCTION

SCALE: 3/8" = 1'-0"

Date:	3/3/2011
Job No.:	HANDOUTS
Drawn By:	RDA
Revised:	4/20/2012
Approved By:	DWN
Sheet:	

A1