



**City of Duluth
Construction Services & Inspections Division**

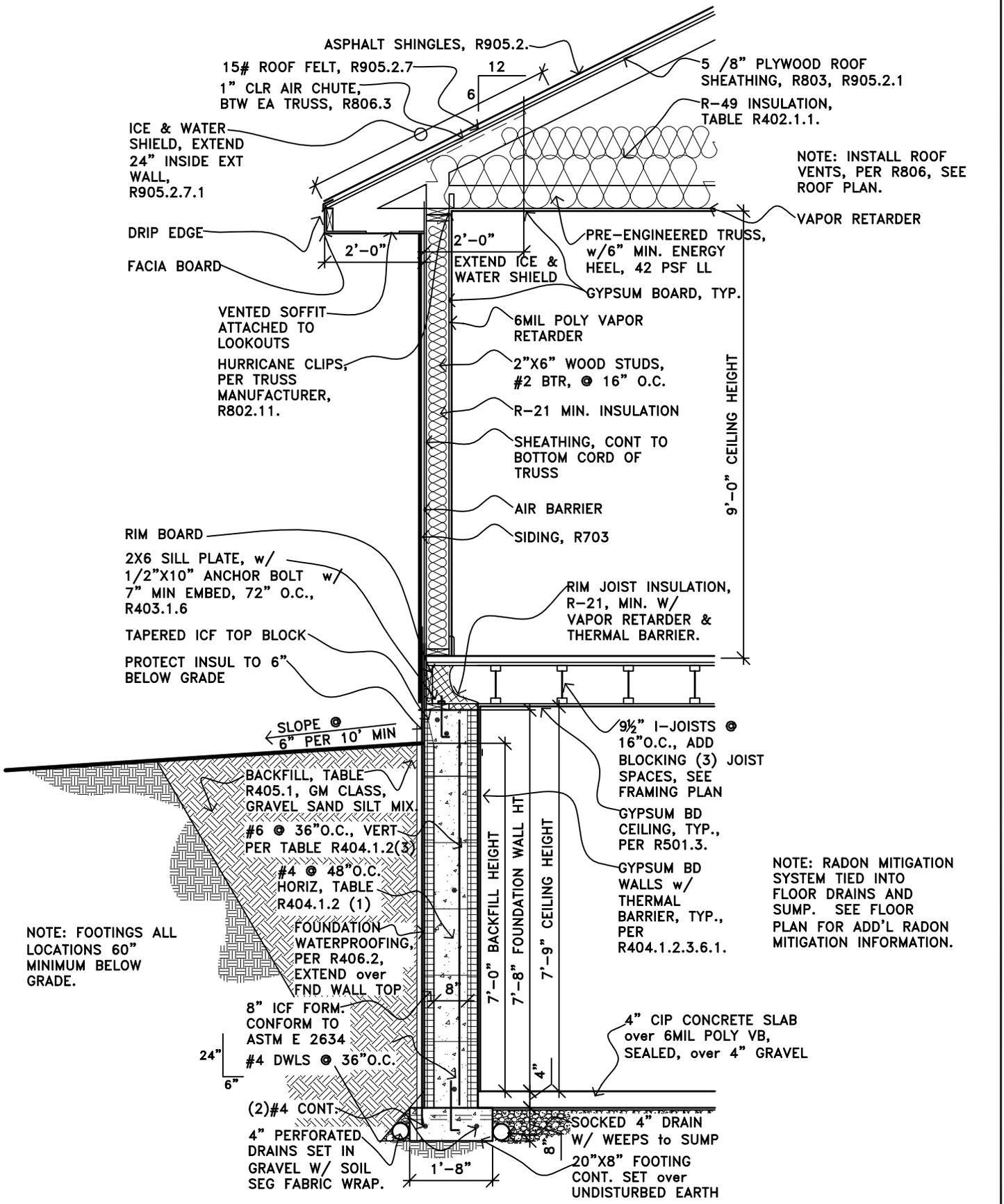
411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194
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An Equal Opportunity Employer

Plan Intake Checklist for 1 & 2 Family Dwellings and Townhomes 2016

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	
					Verified	Not Accepted
					Pre-Application Verification STAFF	
	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			
	Building Permit Application Form	X	X	X		
	Zoning Variance Approval Documents	X	X	X		
	Other Special Approval Documents	X	X	X		
	WLSSD CAF Fee Discussed	X	X	X		
	Erosion Control Permit Application Completed	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			
	Property line dimensions	X	X			
	All structures shown	X	X			
	Structures dimensioned	X	X			
	Setbacks from property lines shown	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			
	Soil backfill type	X	X			
	Anchor bolt size, spacing and location	X	X			
	Foundation insulation (R-Value & type)	X	X			
	Protection of exterior foam insulation	X	X			
	Top of Footing/Tope of Wall Elevations	X	X			∨
	ICF product manufacturer	X	X			∨
	All situations shown, ie: walkout wall, full height basement	X	X			



EXAMPLE WALL SECTION PER EXAMPLE HOUSE PLAN

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

Date:	2/13/2015
Job No.:	HANDOUTS
Drawn By:	RDA
Revised:	3/5/2015
Approved By:	DWN
Sheet:	