

Name of owner _____
Address of home _____
Contractor _____
PIN 31- _____ Permit number _____

ADDITION
Construction Packet

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Instructions: Review the form. Complete the form by filling in the blanks, circling your choice, and providing the requested documents or details.

Note: As an alternate to this form all information can be shown on the plan sheets
Incomplete or incorrect forms and plans will be rejected until completed correctly

Two sets of all plans are required, one set will be returned to you as the approved plans for the project.
(Site Plan, 3 View Elevations, Foundation plans and plans for each floor level are required.
Mechanical & Energy Compliance documentation is required.
Engineered truss drawings must be provided as soon as they are available, but before inspection.

CONCRETE SPREAD FOOTING:

Thickness of footing _____ inches Width of footing _____ feet _____ inches

Note: Footings shall be 5000 psi compressive strength or include add mixtures for moisture resistance and durability. Enter strength of concrete mix here _____ lbs/psi

Describe rebar reinforcement (diameter or bar#) _____ (must be suspended)

Note: Code requires rebar be bonded together to form a grounding electrode. Please talk to electrician.

Note: Stepped footings, where required or used, must be described and shown on foundation plans.

FOOTING for WOOD FOUNDATION WALLS (if concrete fill in above & place X here _____)

Rock: Depth _____ Width _____ Size of Rock _____

Footer plate _____ x _____ type of wood _____ (minimum .60 preservative treated)

FOOTING: for POST FOUNDATION or COLUMNS SUPPORTING BEAMS / GIRDERS

Footing size: diameter _____ Or rectangular size _____ x _____

Thickness of footing _____ inches Depth _____ inches

Describe rebar reinforcement for footing _____ (must be suspended)

FOUNDATION WALLS

Circle one -Crawl space- - Full Basement- -Slab on Grade-

Note: Topsoil must be removed, granular fill placed for slabs. Slabs require under floor moisture barrier.

Type of wall (circle one) -Masonry- -Concrete- -Wood- - ICF - if ICF thickness of wall _____

HEIGHT of WALL _____ feet _____ inches (for all wall types)

Height of unbalanced backfill _____ feet _____ inches (for all wall types)

MASONRY: Size of block - 10" - - 12" - or larger fill in blank _____

Rebar reinforcement (vertical placement)(diameter or #) _____ @ _____ feet _____ inches on center.

Insulation of block foundation wall will be (circle one) - inside of wall - - outside of wall -

Insulation placed on the inside of full basement masonry walls requires the block cores to be drained to an approved interior drainage system. The interior wall & above grade exterior wall must be dampproofed or waterproofed. Provide detail on plans.

POURED CONCRETE thickness (circle one) - 8"- - 10 "- - 12" - other _____

Note: Walls shall be 5000 psi compressive strength or include add mixtures for moisture resistance and durability. Enter strength of concrete mix here _____ lbs/psi

Rebar reinforcement (vertical placement)(diameter or #) _____ @ _____ feet _____ inches on center

Rebar reinforcement (horizontal)(diameter or #) _____ @ _____ feet _____ inches on center

WOOD (.06 preservative treated minimum) _____ x _____ studs _____ on center

Wood wall sheathing _____ (.06 preservative treated minimum)

Note: All cut ends of preservative treated wood shall be treated with similar preservative treatment

INSULATED CONCRETE FORMS

Note: Provide copy of manufacturer's installation instructions to City and follow the requirements

Note: Insulated concrete forms may require additional rebar reinforcement, please refer to code charts and consult the manufacturer of the forming system. Minimum 1/2 inch gypsum board separation required

ANCHOR BOLTS

Diameter____inches Length____inches Galvanized ? - yes - no - (circle one)
(Anchor bolts must be imbedded a minimum of seven inches into the concrete footing)
Distance between anchor bolts: _____ feet _____ inches. Anchor bolt at each end of sill plates? Yes No
(Anchor bolts must be imbedded 7" minimum into concrete) _____ inches washer O.D.

WATERPROOFING

Foundation walls, including crawlspaces and all types of wall construction. (masonry block walls may require waterproofing on both sides where enclosing habitable space)
describe_____

FOUNDATION DRAIN TILE:

Type (circle one) - form-a-drain - perforated tile - covered with -rock - sand- to ____ft____inches depth

EXTERIOR FINISHED GRADE

Distance top of foundation down to finished grade _____inches (minimum 6 inches required)
Surface drainage: Finished grade shall fall away from the structure minimum 6 inches within the first ten feet

INSULATION AND INTERIOR FINISH OF FOUNDATION WALL

Foundation insulation shall be minimum R-10 on exterior face with R-5 on interior or R-15 on exterior face
Insulation: Type of foam _____ R - value of foam outside _____ R - value of foam inside _____
R - value of insulation must be shown on energy code documents.
Furring (insulating) wall _____x_____studs (not required if wood foundation or all insulation is exterior)
Note: Foam plastic insulation must be separated from the interior environment, including crawlspaces.
Vapor Retarder: Type _____ Mil thickness _____ As the continuous interior air barrier? Yes No
Type of wall board _____ Mold resistant? Yes No Thickness of wall board _____

BASEMENT FLOOR: Concrete thickness _____inches or wood floor Yes? show details on plans
SLAB on GRADE: Concrete thickness _____inches
UNDERFLOOR vapor retarder (required) (6 mil poly circle one Yes? Other? show details.
Crawlspace base requires vapor retarder on top of earth. 6 mil poly _____

WOOD FLOOR SYSTEM

Sill plate to foundation wall sealer: type - foam- other_____ Thickness_____
Sill plate: _____ x _____ type of wood _____
FLOOR JOIST: (circle one) - Dimensional lumber - - Engineered Truss - - I Joist -
Other specify_____

DRAFT STOP required in open truss floors and drop ceilings greater than 1,000 square feet.
Is a draft stop required in the floor/ceiling system? Yes No
Basement ceiling finish is _____
Dimensional Floor Joist: _____ x _____ type & grade of wood _____
Span of floor joist (all types) _____feet _____ inches
Spacing of floor joist (circle one) - 12" - 16" - 19.2" - 24" - on center
Bridging for dimensional floor joist describe_____

Floor sheathing type (circle one) - plywood - OSB- specify other_____

Floor sheathing thickness 3/4" specify other design_____

Girders (beams) : type _____ Size _____ x _____ Number of elements in beam _____

Rim Joist area Insul: type_____value R- ____ (fiberglass requires a sealed vapor barrier)

NOTE: foam plastic insulation must be separated from the interior environment with 1/2" gypsum board
Note: Roof and floor systems often create heavy point loads, please show them on your plans and verify the load path will be continuous to the foundation.

STAIRWAYS

Stairway width _____ feet _____ inches Note: minimum stairway clear width is 3 feet 0 inches
Number of stair jacks or horses _____ jacks cut from _____ x _____ type of material _____
Rise _____ Run _____ Note: Maximum rise 7-3/4 inches, minimum run 10 inches
Note: Greatest rise & run cannot exceed least rise & run by more than 3/8 inch,
A nosing not less than 3/4 inch or greater than 1-1/4 inch shall be provided on stairways with solid risers
HANDRAIL height _____ Note: Ends of handrails must be returned to a wall or newel post.
Note: The handrail must be continuous from the bottom step to the top step with 1-1/2 inches clear
between the handrail, the guard, the wall or any other material or object.
Describe the handrail grip size or draw the profile _____
Open stairway (circle one) - Yes - - No - Guard height for open stair _____ inches
Maximum space between uprights if not a solid guard _____ inches
Guard height (if other than at stair) _____ inches upright spacing _____ inches
Note 4-3/8 in. diameter sphere can't pass through guard on stair, all other guards can't pass 4 in. sphere

WALL CONSTRUCTION

SIDING type (circle one) - vinyl - - cement board - - wood - - brick face- - metal - Or,
specify other _____
Describe water resistive barrier on exterior of wall _____
Describe sheathing _____
Note: Installation of foam-board as sheathing only on exterior side of wall requires additional bracing.
Show or describe construction and location of braced wall panels on the plans
Studs _____ x _____: _____ inches on center
Number of top plates _____ Size of top plate _____ x _____
Headers: type (circle one) - dimensional lumber - LVL - MicroLam - specify other _____
Size of largest header _____ x _____ greatest span _____ No. of elements in header _____
Number of Jack studs under each end of largest header _____
Insulation: type _____ Value R- _____
Note; provide insulation values on energy code compliance forms.
Flanged electrical boxes on exterior wall (circle one) - yes - - no -
(If above answer is no, vapor retarder must be caulked and sealed to electrical boxes)
Vapor retarder: type : _____ Thickness _____ Mil.
Type of wall board _____ Thickness _____
Interior wall studs _____ x _____ inches on center
Note: Penetrations (example wires, pipes, ducts) of exterior walls, top plates, ceilings below attics, and
base plates must be sealed against air infiltration. Annular space at penetrations must be insulated.

EMERGENCY ESCAPE AND RESCUE OPENINGS and SAFETY GLAZING

Basements with habitable space and every sleeping room shall have compliant emergency escape and
rescue openings. Exception; basements used only for mechanical equipment and not exceeding 200
square feet. Please show these openings on the plans.
Note: missing or non-compliant rescue openings found during inspections SHALL be corrected.
Note: show all hazardous glazing locations on the plans. Non-compliant glazing found at the time of
inspections will be required to be changed to safety glazing. Please ask if you do not understand.

SMOKE ALARMS and CARBON MONOXIDE DETECTORS

Alarms are required to be hard wired and interconnected
Confirm locations of smoke alarms: (place an X in blank where alarms will be located)
All bedrooms _____ All areas (hallways) serving bedrooms _____
Floor levels not having bedrooms _____ (install in vicinity of base of stairway)
Note: MN Residential Building Code requires Carbon Monoxide Alarms in homes having an attached
garage or fuel fired appliances. CO Alarms shall be located within ten feet of all rooms used for sleeping.

NOTE: Plumbing Code section 4715.1240 subpart 3 Drop-in Bathtubs. Bathtubs which do not have a factory applied flange for installation against a wall are considered drop-in type and must NOT be installed against a wall.

IMPORTANT: Fuel gas piping installations utilizing corrugated stainless steel tubing (CSST) requires a bonded ground wire according to the manufacturer. Your Electrician SHALL do this work. READ THE CSST MANUFACTURERS INSTALLATION INSTRUCTIONS

NOTE: Doors and Windows - require pan flashings. Install doors & windows according to the manufacturer's installation instructions. Doors from garages shall not open directly into rooms used for sleeping purposes. Overhead garage doors shall be labeled capable of withstanding a 90 mph wind. Overhead door operators require safety devices as required by MN Statutes.

ROOF / CEILING SYSTEM: 35 PSF LIVE LOAD ON ROOF

Describe roof sheathing _____

Energy heel truss (REQUIRED) confirm house will have energy heel truss by circling -Yes -

Truss Mfg. _____ trusses placed _____ inches on center

Place check mark here _____ if the engineered roof system includes girder trusses

Note: Roof systems often create heavy point loads, please show them on your plans and verify the load path blocking will be continuous to the foundation.

HAND FRAMED or SITE BUILT RAFTER size _____ x _____ x _____ inches on center

Greatest span of rafter _____ Ceiling joist size _____ x _____ (site built only)

Please explain how the R value will be correct at the top plate if using site built rafters

ROOF COVERING (follow manufacturer's instructions) kickout flashings are required at roof/wall junctures

Type: (circle one) -asphalt shingle- wood shingle - metal shingle - metal panel -

Specify other type of roof covering _____

underlayment (circle one) - #15- or - #30 - asphalt impregnated felt or specify other _____

Ice barrier: horizontal distance inside wall line projected vertically to roof _____ feet _____ inches

Circle one Valley type: - Open - or -Closed - Using Ice barrier in valley? -Yes- -No-

Valley metal thickness _____ (min 26 ga. steel or .024 aluminum) width of valley metal _____ inches

Flanged/gasketed electrical boxes in ceiling - Yes - No - or explain _____

Can lights: flanged & sealed rated for attic duty (circle one) - Yes - No - or _____

Ceiling vapor retarder: type _____ : _____ Mil thickness

ceiling finish material: describe type _____

ATTIC INSULATION

Type _____ depth _____ R- value _____

Note: visual depth markers are required for verification of correct depth of insulation

Describe WIND WASH barrier between rafters above plate _____

Note: 1 inch gap required between bottom of roof sheathing and wind wash barrier for attic ventilation

Note: provide insulation values on energy code compliance forms. Provide data cards in attic as required

ATTIC VENTILATION

Describe soffit finish material _____

Describe type of chutes for attic ventilation _____

Attic ventilation on roof: describe type _____

Area of Attic ventilation (in sq ft) _____ area of attic _____

Note: Minimum area of attic ventilation must equal 1/300 the attic area when soffit inlets and roof top outlets are provided.

Signature of Contractor/owner _____ Date _____

NOTE: Fireblocking shall be provided in the following spaces

1. In concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs as follows
 - 1.1 Vertically at the ceiling and floor levels
 - 1.2 Horizontally at intervals not exceeding ten feet
 2. At all interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings and cove ceilings
 3. In concealed spaces between stair stringers at the top and bottom of the run.
 4. At openings around vents, pipes, ducts, cables and wires at ceiling and floor level, with an approved material to resist the free passage of flame and products of combustion.
 5. For fireblocking of chimneys and fireplaces, see section 1003.19
- Section 1003.19 **Chimney fireblocking**, All spaces between chimneys and floors and ceilings through which chimneys pass shall be fireblocked with non-combustible material securely fastened in place. The fireblocking of spaces between chimneys and wood joists, beams or headers shall be self-supporting or be placed on strips of metal lath laid across the spaces between combustible material and the chimney.
6. Fireblocking of cornices of a two family dwelling is required at the line of dwelling unit separation.

Window requirements

MN Residential Energy Code Chapter 1322 requires a maximum U-value of .32. A sticker on the window will give that information. Note, as the number gets smaller, the U-value is better. All windows sold for installation in the State of Minnesota are required to have installation instructions. Always read and follow the window manufacturers installation instructions.

