



### **City of Owatonna Residential Plan Submittal Checklist**

This checklist has been provided for an efficient plan review and permit issuance process. If details are omitted or plans are submitted incomplete, the review process will be postponed and may result in an issuance delay of the building permit until all required information is submitted.

Project Address: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Valuation/Construction Cost: \_\_\_\_\_

Contact #: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **Basic Design Information**

- Wind exposure: B or C
- Ground snow load: 50 psf
- Floor load: 30-60 ps
- Basic wind speed: 115 mph
- Weather: severe
- Frost depth: 42" minimum
- Termite hazard: moderate
- Decay: slight
- Climate zone conditions: Zone 6A
- Winter design temp.: -16 degrees
- Soil conditions: assumed 1500 psi max.
- Summer design temp: 86/73
- 2020 Minnesota State Residential Code, Chapter 1309; 2018 IRC amended

**Provide two (2) sets of complete plans. The following bulleted information must be provided on the plan page listed. Additional duplicate notes may be placed on other pages for clarity; additional information can be found on the Storm Water Management and Building Inspection Division website(s)**

**Erosion Control Site Plan:**

Proposed drainage plans and calculations shall be prepared in accordance with the approved Stormwater Management Plan for the applicable subdivision plat. If no Stormwater Management Plan exists, proposed surface drainage must be indicated on the site plan based on final grade. Please click on this link for the checklist [Engineering-Design-Standards---Residential-PDF](#)

**The following bulleted information must be provided on the plan page listed. Additional duplicate notes may be placed on other pages for clarity.**

**General Site Plan:**

- Building(s) locations(s) property lines and dimensions
- Parking (including disabled parking, access aisles, building access and slopes of all components)
- Landscaping, driveway entrances, roadways, etc.

**Elevations Plan:**

- Front, rear and side(s) elevations.
- Dimensioned height of: foundation walls, floor assembly, floor to ceiling heights, and roof peak heights. Indicate vaulted ceilings and tall walls.
- Roof venting **(How many and what type?)(Identify attic square footage and clear vent opening)**
- Location of windows each level (including window wells) Type of exterior wall coverings (including veneers) Indicate garage door meets wind design criteria.
- Indicate hillsides (If applicable)
- Location of retaining walls, height and construction type.

**Floor Plan: (Identify all of the following information)**

- All additional floor plan pages must contain the same criteria.
- Smoke/carbon monoxide detectors;
- Stair construction notes: rise/run/nosing/width/closed risers, guards, handrail(s) and headroom;
- Stair and landing locations including direction of travel;
- Attic access panel location;
- Window/door flashing description;
- Window manufacture/make and model;
- Floor plans shall be to scale with dimensions;

- Window/doors “ identify opening size, header size (type/species)and number of cripple studs, safety glazing, egress, and window fall protection;
- Point loads including end reactions from all headers, beams and girders with indicator on each floor plan including foundation plan. (Indicator example. \*=7900#);
- Columns (type/species) including connectors;
- Room, uses and if finished or unfinished;
- Utility/laundry room and appliance/equipment locations;
- Fireplaces, decorative appliance locations and direction of venting;
- Masonry fireplaces, hearth size and floor system design for added weight;
- Granite countertops, locations, and floor system design for added weight;
- Describe type of fire separation between house and garage, including soffits;
- Identify deck(s) seasonal porch locations.
- Cantilevered floor locations, rim joist, R-value, insulation, vapor barrier, etc.;
- Party walls or fires walls (if applicable “ multi-unit /duplexes);

**Braced Wall Plan:**

- Wind exposure category “B” or “C” identified by note on braced wall plan.
- Each level – identify braced wall lines, braced panel locations (interior and exterior walls) and braced wall panel width (dimensioned);
- Provide the method of braced wall compliance, calculations of each wall line requirement based on story, wind category and spacing between wall lines;
- Provide details of braced wall panel construction (nailing/screw pattern, top and bottom plate attachment, interior and exterior floor blocking & spacing, interior wall covering ([R602.10.4.3](#)) etc.(all relevant details).

*The following bulleted information must be provided on the plan page listed. Additional duplicate notes may be placed on other pages for clarity;*

**Foundation Plan: (Identify all of the following information)**

- Continuous footing: including location, width, depth and reinforcement;
- Point load locations;
- Pad footing locations, reactions, size, depth and reinforcement;
- Structural engineering shall be required for cumulative loads over 12,000 lbs. (from footings to bearing point) {Department Policy based on [IRC R301.1.3](#)};
- Cantilevered foundations (lookout foundation walls) per [IRC R404.1.1](#) shall be engineered; (BAM designs accepted for BAM members)
- Floor slab thickness, reinforcement, vapor barrier, rock and radon mitigation requirements;

- Foundation intersecting walls tie-in method/reinforcement;
- Brick/stone support requirements;
- CSST bonding requirements and electrical grounding to the footing reinforcement and location.

**Cross Section Plan: Provide one or more cross sections to clearly identifying all materials and components of construction from footings to roof including:**

**Exterior Section:**

- a) Foundation type and backfill height (Full, walk-out, cantilever/ split, block, ICF, poured);
- b) Foundation wall height (ceiling height) & backfill height, clearance to grade and slope of grade;
- c) Footing size and reinforcement, footing: concrete compressive strength;
- d) Sill plate size and material;
- e) Vertical/horizontal reinforcement, size and spacing;
- f) Anchor bolts, washer size and spacing. (Must line up with wall reinforcement);
- g) Wall/rim insulation, installation type, R-value, framing, fire-blocking, vapor barrier;
- h) Floor joist blocking and spacing;
- i) Waterproofing material, protective covering, drainage tile and rock cover;
- j) Foundation Insulation, type, thickness, and protective covering material including flashing method. Exposure above grade noted.
- k) Identify the type and spacing of lateral connectors to be used at sill plate to floor joist systems and blocking. [{IRC R404.1 #2}](#)
- l) Floor system draft-stopping and fire-blocking;
- m) Floor system fire protection (ceiling material for trusses and I-joist assemblies) [{IRC R302.13.}](#)
- n) Wall/roof sheathing and fastening details;
- o) Attic ventilation and insulation R-value;
- p) Ice Barrier protection and roofing materials;
- q) Exterior wall and roof coverings
- r) Deck ledger attachment, cantilevered joist details, lateral attachment details;
- s) Decking material and manufacturers installation criteria, or complete City of Owatonna Deck Handout. Patio door "fall protection" shall be provided until deck is built.

- Stair cross section or construction notes including: widths and dimensions, materials, guards, handrails, headroom, enclosed-under stair protection, spindles, lighting, rise and run, stair nosing;
- Identify window well construction: size, reinforcement, bond); beams, clearances, height, ladders, drainage;
- Cross section/details of under slab mechanical ductwork, drainage system and insulation/vapor barrier;
- Multi-unit- provide cross section foundation of party wall/fire wall to roof and identify fire-stopping methods. (Identify Underwriters Laboratory or Gypsum Association listed assembly number)

***The following bulleted information must be provided on the plan page listed. Additional duplicate notes may be placed on other pages for clarity;***

**Details Plan: (Provide the following specifications or additional submittal materials)**

- Provide mechanical equipment schedule of all equipment: make, model, CFM's;
- 2020 Mechanical & 2024 Energy Code – Ventilation including continuous ventilation rate, Makeup, and Combustion Air Calculations, (balanced mechanical ventilation systems are required);
- Roof and floor truss packet including ¼ inch layout;
- Additional framing method for crushing of the top plate and sole plate at large point loads/truss reactions; Type of braced wall panel method will be used per IRC R602.10 and provide construction details, etc.; Garage door braced wall panel method/details. ([IRC table 602.10.5](#), [R602.10.6.3](#));
- Cantilevered foundation engineered design or Builders Association of Minnesota design. {[R404.1.1](#)} note: [IRC Table R404.1.1\(6\)](#), [R404.1.1\(7\)](#) cannot be used due to IRC table footnotes ([f & i](#));
- I-joist manufacturer's information, size, model and relative installation details;
- Foam insulation products (type, brand and manufacturer) and provide ICC testing/evaluation report for use including compatibility of products in contact with this foam insulation product. (Note: foam products with a flame spread of >75 and a smoke development of >450 can be used in rim area up to 3- 1/4" depth without thermal barrier or evaluation reports.); [IRC R316.5.11](#)
- Manufacturer's flashing details (including pan flashing) for windows and doors;
- Fireplace/appliance manufacture's details for clearances and venting and termination requirements, (direct outside air and gasketed doors required);
- Retaining walls -- Manufacturer's engineering & installation instructions or structural engineering; Stucco/EFI/stone, etc. – Manufacturer's detailed installation instructions;
- Details of compliance with the tall wall policy or structural engineering (job specific) for walls over 10' in height that have openings in them. (Including: headers, stud materials, connections, cripples, king studs, sheathing, etc.) {[IRC R602.3.1](#), [table R602.3\(5\)](#) & [R602.3](#).};

**When used, provide**

- Manufacturer's design requirements for ICF, Reward Walls or similar foundations products;
- Manufacturer installation instructions for all in-floor heating systems, boilers and tubing, etc.;
- Manufacturer installation instructions for steel roof products or similar roof coverings;
- Multi-unit party wall/fire wall separation: Provide UL or Gypsum Association listed assembly for wall construction; [{IRC R302.3}](#)**
- Manufacturer's installation information for on-demand water heating equipment.
- Rooms or additions not constructed on full foundations such as post and beam construction shall be designed by a MN licensed structural engineer including signed drawings.

**I certify that the above information has been included in the plan submittal as required for a timely review process. I fully understand that omitted details or incomplete plans can postpone the plan review process and result in an issuance delay of the building permit.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This checklist has been created to be a guide to the minimum information that must be provided at time of submittal. Additional information may be requested on a case by case basis. The contractor shall verify that all documents and details clearly identify the buildings construction and have been addressed within the plans. (Submittal of the complete construction information will assist in an efficient plan review and reduce delays while waiting for further information). A typical house, once submitted should be able to be reviewed for permit issuance within 5 days. Field modifications may require plan submittal.**