

# Single Family, Two Family, or Townhouse



Brooklyn Park City Hall  
5200 85th Avenue North  
Brooklyn Park, MN 55443

## Visit our Website

Building Inspections Division  
<http://www.brooklynpark.org/building-permits-and-inspections>  
[www.brooklynpark.org](http://www.brooklynpark.org)

Contact a Building Inspector or  
Schedule an Inspection  
763-488-6379



APPLY FOR A PERMIT

If you need this information in another language or format or disability accommodations, email [access@brooklynpark.org](mailto:access@brooklynpark.org) or call 763-424-8000.

Si usted necesita esta información en español: 763-424-8000

Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiv ib tus neeg txhais lus rau koj

## Permits:

Residential new construction requires multiple permits which include building, plumbing, mechanical, electrical, fireplace, etc. A building permit is the first step, an application and plans shall be submitted electronically prior to the start of any work. Detailed plans shall be drawn to include all the required documents below.

## Construction documents required:

1. Plans drawn to scale shall include:
  - a. Foundation plan
  - b. Floor plans(s)
  - c. Cross sections(s)
  - d. Elevation plans (all sides)
  - e. Lookout or walkout elevations (if applicable)
2. Certificate of survey prepared by Minnesota registered land surveyor for all new dwellings.  
*Note: an as-built survey is also required after the foundation is completed and must be approved by the city before the framing inspection can occur.*
3. New construction energy code compliance certificate.
4. Manual J heat load calculations and Mechanical ventilation worksheet (ventilation air, make-up air, and combustion air).

## Foundation plan shall indicate:

- a) Exterior wall dimensions.
- b) Individual room dimensions.
- c) Overall building dimensions.
- d) Continuous and column pad footing size/location.
  - a. Footing(s) width and thickness.
  - b. Reinforcement size, spacing and location.
  - c. Foundation wall (type, thickness, height)
  - d. Provide manufacture installation requirements for non-traditional foundation systems.
- e) Foundation insulation type, R-values, and locations.
- f) Location of stairways.
- g) Egress window size(s) and location(s).
- h) Sill plate anchorage type, location and spacing.
- i) Unexcavated areas.
- j) Crawl space (access, size, location, and ventilation requirements.)
- k) Radon depressurization system shall be identified (either Passive or Active) and soil gas membrane material.
- l) Decks and porches (location & size including size and spacing of footings)

## Floor plans shall indicate:

- a) Overall wall dimensions.
- b) Individual room dimensions.
- c) Floor joists (type, size, spacing, and direction).
- d) Header type, size, and quantity over all door and window openings.
- e) Window and door sizes.
- f) Glazing U-factors.
- g) Beam and post type, quantity, and locations.
- h) Cantilevers (location, size, and method of construction).
- i) Fireplace (location, type, hearth dimensions and required clearances to combustibles for masonry fireplaces).
- j) Interior stairways (location, size, and direction of travel).
- k) Attic Access (size and locations).
- l) Rafters/trusses (size, spacing, and direction); include location of all girder trusses.
- m) Braced wall lines and braced wall panels.
- n) Safety glazing where required.
- o) Garage "narrow walls", indicating width & height, with code compliant design or provide engineering.
- p) Deck and porches (including: direction, size, and spacing of rafters, header sizes, wall bracing methods, and location of stairways).

## Elevation plan (all sides) shall indicate:

- a) Roof pitch.
- b) Roof ventilation (location and quantity).
- c) Roof overhang dimension.
- d) Siding material (including water resistive barrier material).
- e) Location of all windows and doors.
- f) Location of all decks/porches.
- g) Location and height of chimney(s).
- h) Accurate view of each elevation with respect to grades as indicated on the Certificate of Survey.

## Inspections:

1. **Footings** – Shall be inspected after forms and reinforcing bars (if applicable) are in place but prior to the placement of concrete.
2. **Foundations**
  - a. Foundation inspections for poured walls shall be made after all forms are in place with any required reinforcing steel and bracing in place, and prior to placement of concrete.
  - b. All foundation walls shall be inspected prior to backfilling.
3. **Sheathing** -Shall be inspected prior to installing weather resistive barrier.
4. **Rated walls** – (if applicable) Shall be inspected prior to joints and fasteners are taped or covered.
5. **As built survey** – required to be submitted and approved prior to framing inspection.
6. **Framing** – Shall be inspected after rough-in inspections for plumbing, mechanical, electrical and fireplace have been approved.
7. **Insulation** – Shall be inspected once insulation and vapor barrier are installed, but prior to covering.
8. **Lath** – (if applicable) Shall be inspected after lathing materials are in place, but before any plastering or first coat is applied.
9. **Building Final** – Shall be inspected after plumbing, mechanical, electrical, and fireplace final inspections have been approved.

## Cross section plans shall indicate:

- a) Footing size (exterior and interior load bearing).
- b) Drain tile location.
- c) Foundation (type(s), size/width and reinforcements).
- d) Anchor bolts (size and spacing).
- e) Sill plate and rim joist type and size as well as rim joist insulation.
- f) Foundation insulation (type, thickness and "R" value).
- g) Foundation water proofing system.
- h) Basement floor thickness and type of vapor retarder beneath slab.
- i) Stairway (rise/run, handrail height, headroom clearance)
- j) Subfloor/underlayment (type and thickness).
- k) Exterior wall construction (type and size of studs).
- l) Siding, façade, veneer, and water-resistive barrier (types and designs).
- m) Sheathing (type and thickness).
- n) Insulation and vapor barrier (type and R-value).
- o) Height of structure from grade, and interior ceiling height(s).
- p) Wall bracing details.
- q) Roofing underlayment material, and thickness.
- r) Roof covering, roof pitch, roof ventilation.
- s) Interior wall and ceiling covering materials and thickness.

This guide is not intended nor shall be considered to cover all requirements of the Minnesota State Building Code or city ordinances.



REQUEST AN INSPECTION