



New Construction / One & Two Family Residential

Community Development Department
Building Inspections Division

5200 85th Avenue North / Brooklyn Park, MN 55443

Phone: (763) 488-6379 / Fax: (763) 493-8171

4/15 www.brooklynpark.org

PERMITS:

Permits may be applied for and are issued on weekdays between the hours of 8:00 a.m. and 5:00 p.m.

PLEASE ALLOW 5 (FIVE) TO 7 (SEVEN) WORKING DAYS FOR PLAN REVIEW ON RESIDENTIAL PERMIT APPLICATIONS. IF PERMIT APPLICATION IS INCOMPLETE, THE PLAN REVIEW WILL NOT BE CONDUCTED.

Work must never begin until the permit is received and on the job! Starting work without permit will result in additional fees!

ALL PERMIT APPLICATIONS MUST BE COMPLETE AS FOLLOWS:

BUILDING PERMITS:

1. Completed application form and copy of contractor's license on file with the city.
 2. (2) copies of a certificate of survey for all new dwellings (an as-built survey is also required after the foundation is completed & must be approved by the city before framing the house)
 3. (2) complete sets of detailed building plans drawn to scale, including accuracy for lookout or walkout elevations
No reverse plans accepted. **The following items must be indicated on the plans.**
 - Foundation walls must indicate reinforcing rod size and O.C. spacing per code or provide engineering.
 - Plans must indicate damp proofing or waterproofing method proposed.
 - Indicate manufacturer of weather-resistive sheathing paper ('house wrap'). Must be an ICC ES approved product.
 - Identify which state energy code is being used, with all supporting data. Provide energy code compliance with REScheck or other approved method. Provide mechanical code ventilation worksheet (ventilation air, make-up air, & combustion air).
 - Identify decking material. Plastic composition material & other manufactured products must have an ICC ES report.
 - Plan must show cross-sections with all wall heights (including garage). Verify code compliance or provide engineering.
 - Specify on plans garage 'narrow walls', indicating width & height with code compliant design or provide engineering.
 - Foam plastic products (sheet material or spray-on products) must be identified on plans along with flame & smoke spread rating. Additional information required if material is not protected with a thermal barrier or built-in vapor retarder.
 - Method of Subfloor preparation for Radon depressurization system (Res. Energy Code 1322.2103)
 4. Signature of architectural review committee or developer. Payment in the amount of \$4,000 for a landscape escrow is also required before the building permit can be issued (contact JoAnn Millette @ 763-493-8082 if you have questions on this item).
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PLUMBING PERMITS:

1. Completed application form.
2. Permit fee for new single family home plumbing system / \$200.50

HEATING/MECHANICAL PERMIT:

1. Completed application form & heat loss and heat gain calculations.
2. Permit fee for new single family home heating / cooling system / \$200.50

SEWER AND/OR WATER PERMITS:

1. Completed application form.
2. Permit fee for new single family home sewer / water installation / \$100.50

(continued on back)

NEW CONSTRUCTION / IMC-IFGC UPDATE

Ductwork, duct insulation, and vapor retarder

1 - Ducts that are outside of the vapor retarder/air barrier enclosing conditioned space must be sealed with a product that meets UL 181 (this includes all transverse joints, longitudinal seams and connections).

1346.0603.8 with table

2 – Return air ducts that are in the same space as an atmospherically vented or fan-assisted appliance must be sealed the same as above.

1346.0603.8 with table

3 – Ducts in all locations shall have no visible gaps and shall be sufficiently airtight. 1346.0603.8 with table

4 – Ducts that are outside of the vapor retarder/air barrier enclosing conditioned space must be insulated:

A – In a floor/ceiling assembly (between a living space and a garage below) - minimum R-3.3. 1346.0604.1

B – Within an exterior wall – minimum R-3.3. 1346.0604.1

C – In attics or ventilated crawlspaces – R-8. 1346.0604.1

When a vapor retarder is required, duct insulation required by this section shall be installed without respect to other building envelope insulation.

5 – Ducts that are used for cooling and are externally insulated must have a vapor retarder having a maximum perm of 0.05 or aluminum foil with a minimum thickness of 2 mils. Insulation having a perm of 0.05 perms or less shall not be required to be covered. All joints and seams of the V.R. shall be sealed. 1346.0604.11