



Building Department
5959 Main Avenue, PO Box 9, Albertville, MN 55301
Phone: 763-497-3384 Fax: 763-497-3210
Jon Sutherland, Building Official
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SINGLE FAMILY DWELLING PERMIT CHECK LIST

The City of Albertville Building Inspections Department requires the following information be provided with submittal of a building permit application.

1. Three (3) sets of a Certified Lot Survey
2. Three (3) Full Sets of Building Plans and one (1) set of 11 x 13 Plans or electronic set.
Plans need to include the following information.
 - **Elevation Drawings** (exterior views), of front, rear and sides of the finished building.
 - **Floor Plans** of the basement and of each floor showing the dimensions of the house, interior rooms and label the use of each room (bedroom, bathroom, etc.), smoke detectors, window and door locations (safety glazing if required), interior walls, header sizes, stairs and plumbing and mechanical equipment.
 - **Section Drawings** (side cutaway view) showing the details of the footing, foundation construction with a drainage system, waterproofing and insulation, floor, wall and roof construction. Provide copies of the floor and roof truss specifications prepared and stamped by a MN licensed engineer at the framing inspection.
 - **Include Plans** for decks, porches and garages if applicable.
3. **Energy Code Data:** MN Check Compliance Report
4. **Make Up Air Quantity Worksheet**
5. **Combustion Air Calculation Worksheet**
6. **Sub-Contractor:** Provide names, addresses, license number and phone numbers of subcontractors on form attached.

General Information

A Certificate of Occupancy or Temporary Certificate of Occupancy is required before the house can be occupied. All the required inspections must be completed and approved including final approval from the State Electrical Inspector. A Sod and Tree Escrow Deposit is required prior to issuance of a Certificate of Occupancy. An **As-built Survey** must be submitted and approved prior to installing sod, trees or irrigation systems. See attached form for As-built requirements.

Required Inspections:

Footings: After forms and re-enforcing are in place but prior to placement of concrete footings and walls.

Foundation/Foundation Reinforcement/Damp Proofing: Block and wood foundations prior to back fill, cast in place concrete, after the forms and re-enforcing are in place prior to placement of concrete. Waterproofing and drain tile must also be inspected prior to backfilling.

Drain Tile/Sump Pump Discharge Line: The trench must be left open at all connections and a tracer wire shall be installed along with the pipe. The tracer wire must be a continuous sheathed wire with a minimum gauge of 14. If the drain tile is to outlet into a pond or wetland, a stake must clearly mark its end. See City Ordinance 2002-18B for complete regulations.

Plumbing Rough-In: After all water piping and waste and vent piping is installed, a 5# air test for 15 minutes is required on the waste and vent piping.

Mechanical Rough-In: When all ducting, furnace and mechanical equipment are installed (prior to covering). **Fireplaces, Masonry Chimneys and Woodstoves**, for pre-fabricated fireplaces call for inspection when framing is complete, masonry chimneys, fireplaces and woodstoves when set and house heating test is in place. Provide the manufacturers installation instructions on site.

Framing: When all the framing is complete and all plumbing, mechanical is installed and after State Electrical Inspector has completed required Electrical Rough-In inspection.

Insulation: after installing vapor retarder and attic ventilation prior to covering.

Plumbing/Heating Final: A manometer test of the waste and vent piping on plumbing is permissible. A manometer test on gas piping must hold 25# for at least a half hour. Test shall be permitted to be reduced to 10 minutes with approval of Building Official.

Final: When house is complete, final electrical inspection is completed and all other inspections have been approved and after Sod and Tree(s) have been installed or escrow has been paid.

To schedule an inspection please call at least 24 hours in advance at 763-497-3384 between the hours of 7:00 a.m. and 5:30 p.m. Monday – Thursday.

Site plan and permit card must be on site at all times. A \$50.00 fee is charged for a duplicate permit card. Dumpsters must be covered at all times and erosion control must be in place at all times or work may be suspended by the Building Official. A \$50.00 reinspection fee applies to all dumpsters left uncovered.

CITY OF ALBERTVILLE SURVEY REQUIREMENTS

Each application for a building permit shall be accompanied by three (3) copies of a certified land survey for residential and five (5) copies of a certified land survey for commercial, indicating that permanent iron monuments are in place at each lot corner. The survey shall also show thereon the following:

1. North arrow and scale of drawing
2. Legal description of parcel
3. Dimensions and location of all known easements and type of easement.
4. Location of all existing buildings. For remodeling or addition permits, dimensions of each building and reference distances from the lot lines to the nearest point of each building must be shown.
5. Location of existing utilities, including but not limited to manholes, hydrants, catch basins, power poles, and telephone boxes. Show all **existing and proposed sewer and water service locations, and where they come into the structure. Commercial may require additional service for fire sprinklers.**
6. Front, side, and rear yard setback dimensions to existing and proposed buildings. All outside dimensions of buildings, including **decks and fireplaces.**
7. Setback dimensions to existing buildings located on adjacent lots if they are within 25 feet of side lot line. First floor and at-grade elevations of corners of buildings on adjacent lots.
8. Location of irons at each side lot line establishing proposed front building line. The maintenance of these irons, once established by the surveyor, shall be the responsibility of the building permit applicant.
9. Locations of proposed driveways (residential), parking lots, sidewalks and curb cuts (commercial). Driveways shall not be located over the sanitary sewer and water main service trench.
10. Benchmarks elevation to National Geodetic Vertical Datum (N.G.V.D.) and description of location. Benchmarks available from the City Engineer, Bob Moberg at 651-490-2000.
11. Maximum driveway slope is 10%.
12. Grade elevations at the following points (additional elevations may be required by staff):
 - a. Existing and proposed at each lot corner
 - b. Existing street elevations (centerline and top of curb) at each lot line extended and both sides of proposed driveway at intersection with street.
 - c. Existing elevation on side lot lines, at extension of proposed front and rear building lines and any major grade changes.
 - d. Proposed lowest floor, garage floor and top of foundation elevations.
 - e. Existing and proposed elevations at all major corners of building.
 - f. Existing and proposed elevations at top and bottom of any major slopes.
13. Maintain a minimum 2% grade along all lot lines
14. Location and elevations at top and bottom of any proposed retaining walls
15. Proposed direction of surface water drainage indicated by arrows and elevations, if applicable.
16. The Ordinary High Water elevation/contour must be shown if lot abuts a body of water or is within 50 feet of said water. Must show setbacks from water.
17. Identify all wetland delineations.
18. Location of rock entrance (1 ½" crushed rock).
19. Silt fence around perimeter of lot.
20. All sump pumps must connect to a storm sewer or sump pump line.



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As-Built Survey Requirements Checklist (Residential Lot)

Upon the completion of the final lot grading, the permittee shall submit to the City of Albertville certification that the final lot grading is in compliance with the approved site-grading plan as part of the building permit. A registered Minnesota Land Surveyor shall sign the certification.

The certification shall contain at a minimum the following information:

1. As-built elevations @ Top of Foundation.
2. As-built elevations of Garage Floor at Overhead Door Apron.
3. As-built grade elevations of lot corners.
4. As-built grade elevations of building corners.
5. As-built elevations on the side yard swales at the extension of building corners and high points and top of street curb.
6. Proposed and As-built elevations of lowest floor on walkouts.
7. Proposed and As-built elevations of lowest opening on lookouts.
8. Existing Grade and Top of Foundation for any Buildings within 25 feet of the property line.
9. Dimension from building(s) to lot lines and from O.H.W.L. of rivers, creeks, lakes and wetlands.
10. Spot elevations of Ponds or Wetlands
11. Identify all wetland delineations.
12. Locations of all wetland demarcation/signage.
13. 100 Year contour of any pond wetland drainage ditch or water course.
14. Elevations and locations of drainage ways.
15. Signed certification of grading and survey
16. Indicate decks, porches, cantilevers and bay windows.
17. Locations of any retaining walls and elevations of the top and bottom of the wall along its length.
18. Verification that all property corners are in place as of this date.



Sub Contractor List

Job Site Address: _____ Subdivision: _____

Plumbing: _____ Phone: _____

Address: _____ Fax: _____

City/Zip: _____ Cell: _____

Mechanical: _____ Phone: _____

Address: _____ Fax: _____

City/Zip: _____ Cell: _____

Fireplace: _____ Phone: _____

Address: _____ Fax: _____

City/Zip: _____ Cell: _____

Sewer & Water: _____ Phone: _____

Address: _____ Fax: _____

City/Zip: _____ Cell: _____