

## Residential Addition Permit Submittal Documents

### Required Documents:

1. Building Permit Application
2. Building Plans
3. Site Plan

**NOTE:** All permit application documents should be turned in at the same time, otherwise partial submittals can often cause delays in the plan review process.

**Building Permit Application:** Describe type of work, age of existing home, site location, contractor and owner contact information, contractor state license number, valuation estimate, signature and date.

**Building Plans:** Show in detail the extent of all proposed work to include dimensions, sizes and locations of posts, footings, beams, floor joists, stairs, walls and roof details, bearing point connection details, windows, door openings, insulation and heat source.

**Site Plan:** Show 1) how addition is oriented and attached to house, 2) distances to side and rear lot lines, septic tanks and drain field.

**License Requirements:** Applicants must be property owner or Licensed Contractor.

**State Building Code Information:** The MN State Residential Code that regulates the construction of decks can be viewed on the Department of Labor and Industry web site.

