City of RAMSEY
7550 Sunwood Drive NW | Ramsey, MN 55303
Building 763-433-9850
Planning 763-433-9824
www.cityoframseymn.gov/permits
permits@cityoframseymn.gov

Addition Plan Information

This handout is a compilation of some of the standard requirements of the 2020 Minnesota Residential Code and City Zoning Code for projects of this type. It does not contain all of the specific code requirements for construction and should only be used as a guide. The permit holder is responsible to meet all code requirements applicable to each project.

These examples show the detail required for plan submittals to the Inspection Division. From your drawings, plan reviewers should be able to verify the project details.

The following are required when submitting proposals:

- One set of plans, drawn to scale with dimensions.
- A minimum of one elevation, one plan view per floor level and one section view per area being added.
- A survey map showing location of your project. Call or visit the Building and Inspection Division to see if your property has a survey available. (See attached site plan example)
- If septic system/well present–indicate location and back-up site.
- Although you do not need to draw plumbing, electrical or heating plans, separate permits are required. The building permit covers only structural, insulation and finish products.
- Owner must be able to show corner monuments of the property or have the site surveyed to the satisfaction of the inspector on the site.
- Call Gopher State One Call prior to any digging to verify utility locations. Call 651-454-0002, 48 hours in advance of digging.
- When additions/alterations are done on a home and require access to inside the dwelling, battery operated or hardwired with battery operated backup smoke detectors must be installed throughout the existing dwelling per code. Smoke detectors would be required in each bedroom, in hallway serving bedrooms and on each floor level of the dwelling. These must be installed and operational by final inspection.
- A septic system compliance inspection report must be completed and submitted with the building permit application—prior to permit issuance—for any dwelling adding a bedroom to the house. In this case, septic systems which are non-complying must be brought up to code.

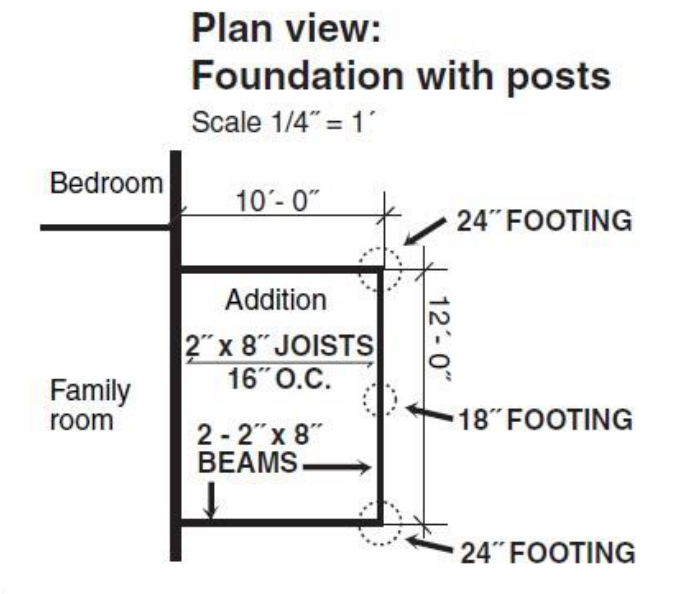
Plan View: Foundation

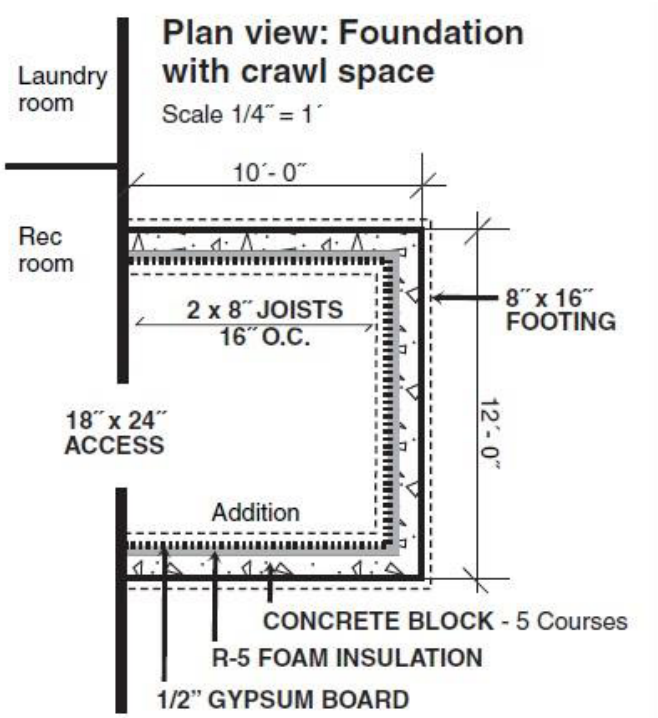
- Locate addition in relation to existing home.
- Indicate whether the addition is a crawl space, full depth foundation or post footings.
- Include written dimensions and locations.

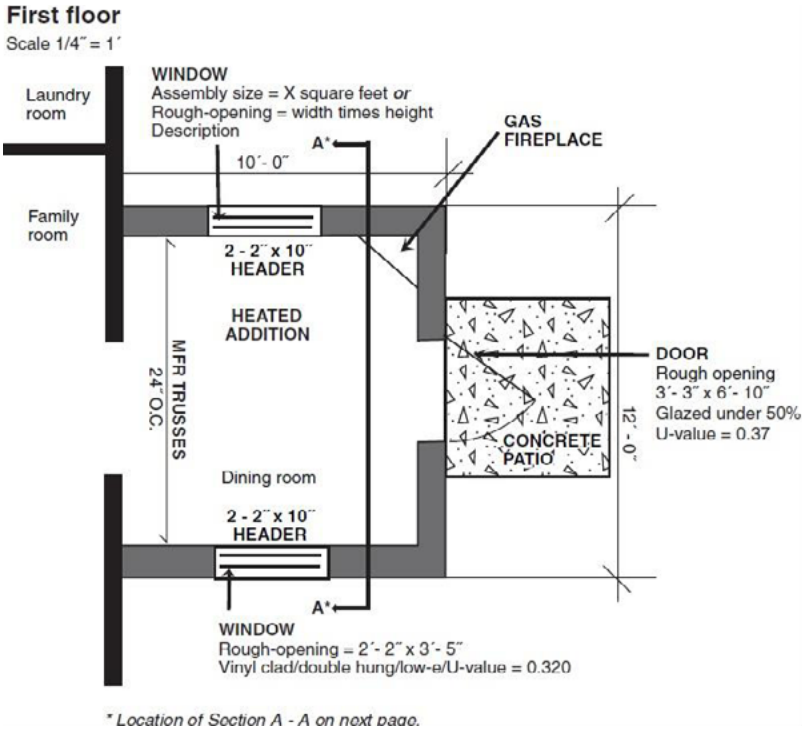
Plan View: Floor

- Include written dimensions on the plan.
- Locate all doors and windows.
- Provide rough opening sizes and U-valves from the manufacturer for each window unit and door.
- Provide header and beam sizes, as well as type of material being used. (e.g. 2 - 2" x 10" Doug Fir or 2 - 9-½" LVLs.)
- Provide a floor plan for each level being built.
- Indicate direction and spacing of joists, rafters/trusses, e.g. 12", 16" or 24" on center.
- Indicate the use (e.g. bathroom, family room, bedroom) of the new room(s) and those adjoining the addition.
- All bathrooms without operable windows must have mechanical exhaust fan provided in the room—ducted to the exterior of the building.
- All sleeping rooms must be provided with code complying egress windows and smoke alarms.
- All habitable rooms shall have a minimum ceiling height of not less than 7 feet.

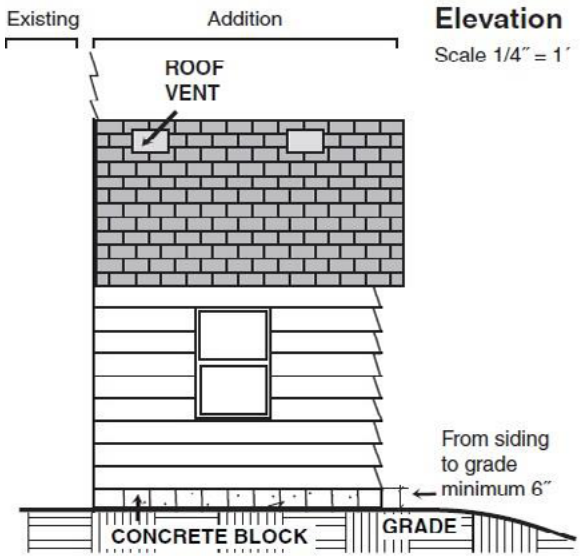
See graphics on next page.







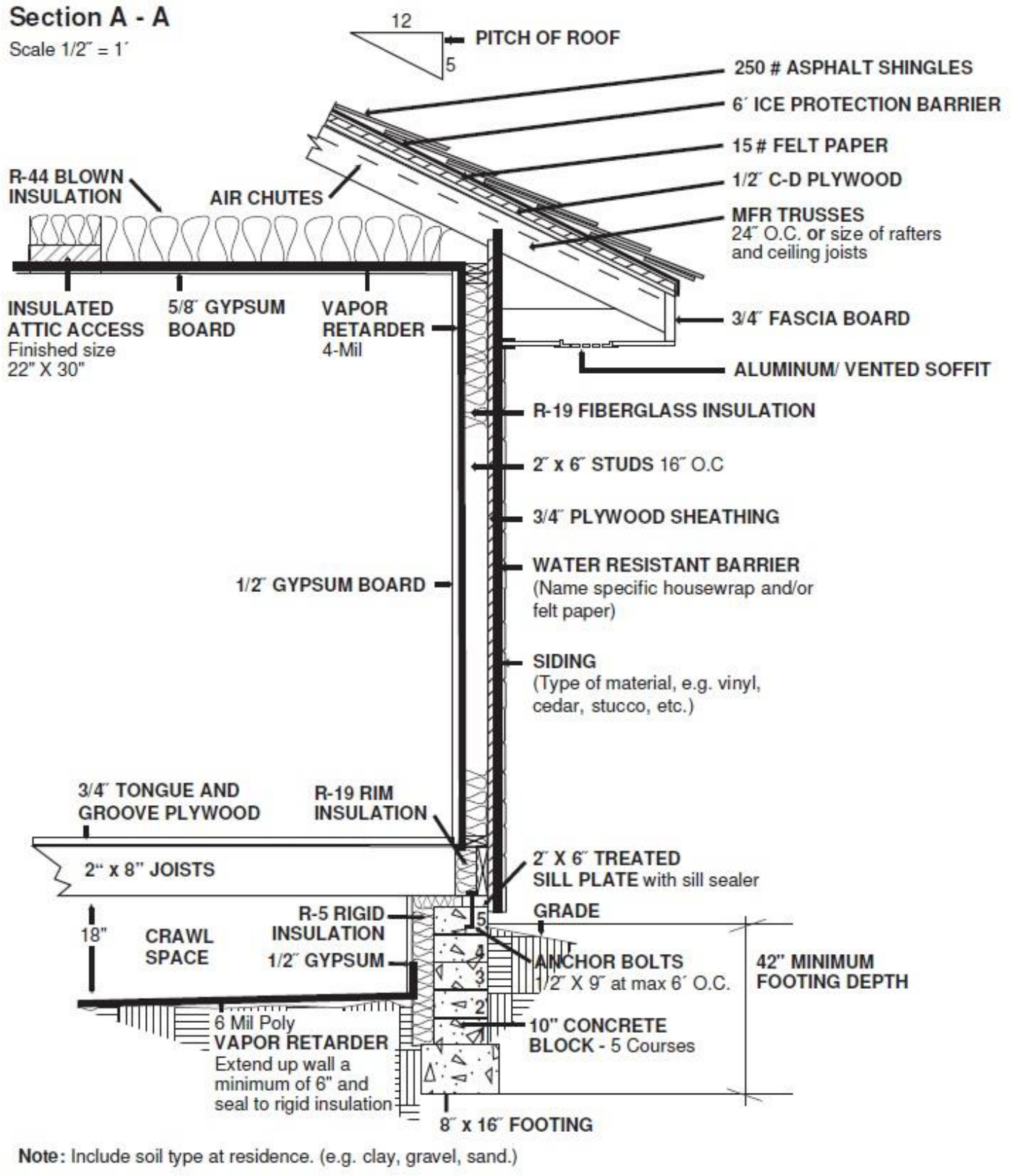
** Location of Section A - A on next page.*



Section View

If more than one area is being built, provide one section view for each area.

See the graphic below. (Note: materials, type and sizes are given for example only.)



Note: Include soil type at residence. (e.g. clay, gravel, sand.)

Site Plan

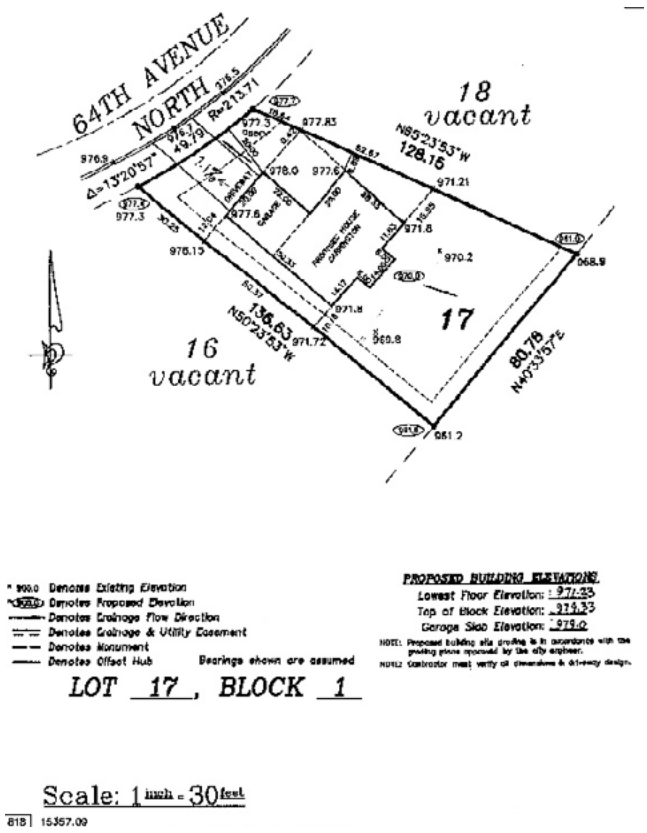
Site plans are required for building permits involving accessory structures, garages, pools, decks, or additions and for all zoning permits.

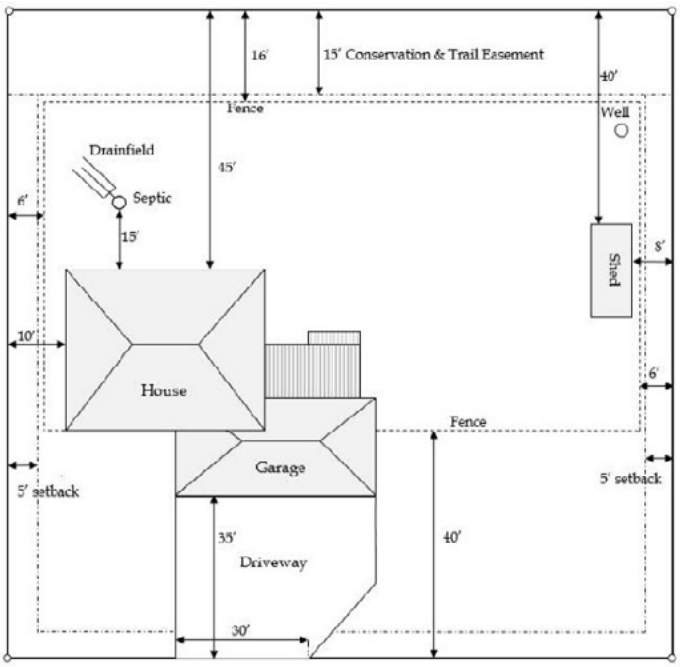
Information to be included:

1. Property boundaries
2. Principle structures (house/garage)
3. Existing driveway(s)
4. Proposed location(s) of fence, deck, pool, accessory building, or addition

Information, if present, to be included:

1. Existing fences, decks, pools, additions, accessory buildings and/or structures
2. Septic and drainfield location
3. Well location
4. Drainage and utility easements
5. Conservation and trail easements
6. Any unique physical characteristic of the lot



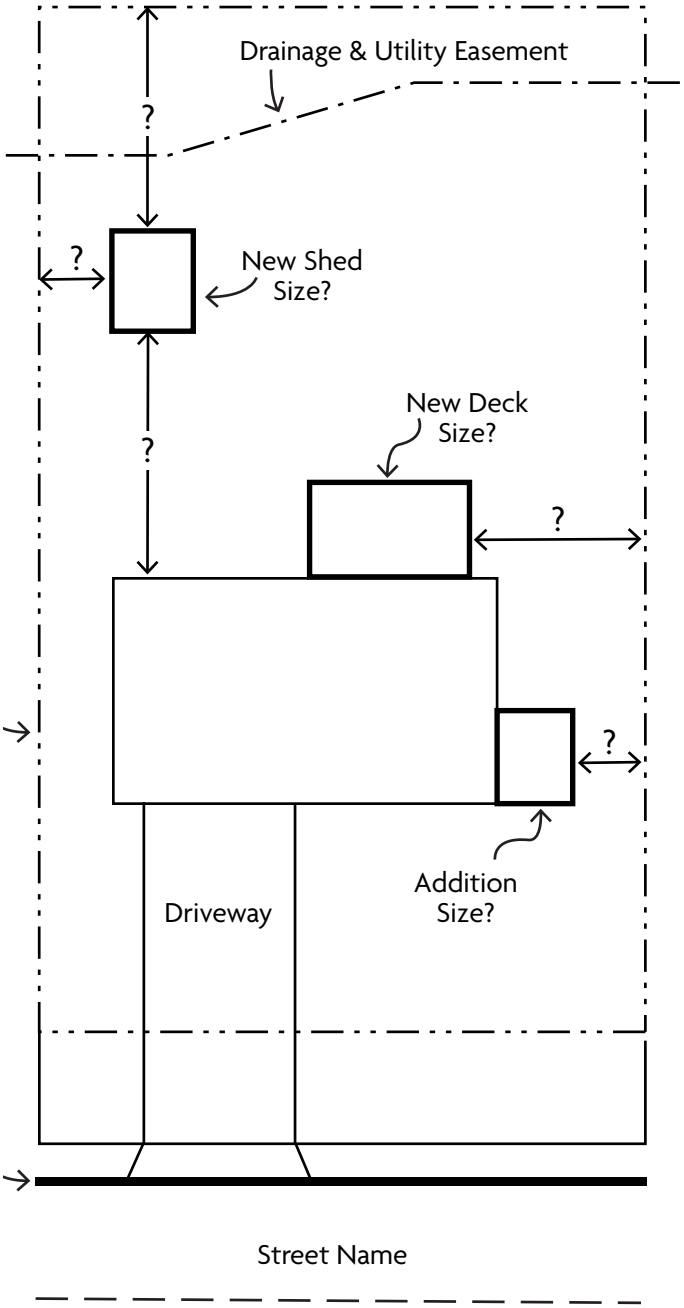


Site Plans may be in the form of an official survey document (most preferred), a scaled computer drawing, or a scaled hand-drawing.

Aerial images are not a preferred means of a site map because most do not include a scale and because scanning images into the property file can cause information loss. However, aerial images can be used to provide the applicant with an initial site map to trace over for a clear, scanner-friendly site plan.

It is the responsibility of the applicant to provide a site plan with the application showing the proposed modifications to the property.

Example of a computer drawn site plan with proposed modifications.



Example of a hand drawn site plan with proposed modifications.

