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New Residential Construction Submittal Requirements

The City of Ramsey uses the current Minnesota State Building Code (MSBC). The MSBC adopts certain chapters of the International Residential Code® (IRC®). The International Residential Code® (IRC®) regulates the construction of single-family houses, two-family houses (duplexes) and buildings consisting of three or more townhouse units. All buildings within the scope of the IRC are limited to three stories above grade plane. For example, a four-story single-family house would fall within the scope of the International Building Code® (IBC®), not the IRC.

Review will NOT start until we receive the proper plans and specifications.

Contractor License

All building contractors/remodelers (does not pertain to homeowners) must be licensed by the State of Minnesota, Department of Labor and Industry, Construction Codes and Licensing Division (651) 284-5065. A copy of this license must be submitted at the time of application.

Application

When applying for a new construction single-family home, the application must be submitted online.

Certificate of Survey

A site survey, prepared and attested by a Registered Land Surveyor, is required for any construction in the city. All applications for structures, alteration, or modification of structures located within the Shoreland Overlay District, Scenic River Overlay District, or Critical River Overlay District must include a calculation of impervious surface. The certificate shall be no larger than 11" x 17" and must be printed to scale on the page size in which it was intended. Surveys that do not match the specified scale will be rejected. The survey must provide the following:

- Scale of drawing, dimensional arrow, lot and block number, location of stakes at the lot corners
- The location of all recorded easements (public and private)
- Dimensions and setbacks of the property
- Location of all existing and proposed structures, wells, septic systems, walkways, driveways, other improvements
- Location of wetlands
- Identify a boundary 16.5 feet from the delineated edge of the wetland (wetland setback).
- Elevations of existing and proposed grades and finished floors
- Location of floodplain (if applicable)
- Ordinary high-water elevation (if applicable)
- Location of erosion control/silt fence installation with 16.5 feet buffer around wetlands.

Building Plans

One copy of the building plans, drawn to scale, together with specifications containing the following minimum information:

a. **Floor Plan:** Plans must be submitted for each floor or level including basement or foundation, deck, porches, garages and carports. The plan must show the size, spacing and direction of floor and ceiling framing members, girders, beams, columns and piers. Show the location and size of all

windows and doors, including the manufacturer and identification number. Show the location of all permanently installed cabinets, plumbing fixtures, heating equipment, ventilation equipment and air conditioning equipment.

b. **Exterior Elevations:** Show all sides of the building, indicating windows, doors, finished grades, exterior finish, and the depth of footings, foundation walls, piers, and finished floor elevations.

c. **Details and Sections:** Submit at least one section detail for each type of construction proposed. The details must show the materials and dimensions of each member from the footing to the highest point of the roof. Fireplaces, if proposed, must be detailed in plan and cross section. For factory-built fireplaces, stoves and other wood-burning appliances, submit the manufacturer and model number of the appliance; only units tested and listed by an approved testing agency will be allowed. Details and calculations may be required for each critical construction detail, including beams, overhanging or cantilever joists and beams, stairways, balconies, or other unique structural features.

d. **Truss Details:** Submit a manufactured, engineered truss detail for each truss to be used. The manufacturer's truss details must be available on site for the framing inspection.

e. **Exterior Envelope:** Show component materials and location on plans. Provide R-values of all insulation. Show the window and door manufacturer's installation instructions on the submitted plans at each exterior wall opening, including U-factors, STC ratings and flashing details.

f. **Radon Mitigation:** Show the design on the submitted plans. Provide material components.

Heat Loss Calculations/Energy Calculations

Submit necessary signed forms showing conformance to the Minnesota Energy Code.

Sub-contractors List

View the PDF version of the form.

Septic Design

(if a septic system is required) will be verified for compliance for all permit applications. Existing systems found to be inadequate must be upgraded to meet current standards.

Miscellaneous Information Required

The following information may also be required.

- A copy of a Lower Rum River Watershed Management Organization (LRRWMO) Permit
- A copy of a Minnesota Pollution Control Agency (MPCA) National Pollutant Discharge Elimination System (NPDES) Permit

One set of each approved plan and specifications noted with corrections or code compliance data and stamped as approved by the building official will be returned with the permit. These approved copies must be kept on the individual job site, available to inspection personnel throughout construction.

A Certificate of Occupancy is required prior to the use or occupancy of any structure or part of structure erected, altered, or changed in use. ***This certificate will be issued by the building official and available the day after the final inspection demonstrates that code compliance has been achieved.***

Please feel free to contact the city of Ramsey Building Division with questions or concerns at 763-433-9850.