



Residential Building Plans – General FAQ

This handout is intended only as a guide. While every attempt has been made to insure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor.

Prior to the issuance of a building permit, the permit application and plans are submitted for plan review – also known as code compliance review. During the plan review process, several individuals will perform a comprehensive review of your plans to determine in advance that the proposed work complies with the various building codes.

What type of plans do I need to submit? Submittal of building plans is one of the most important steps in the permit process is the submittal and review of building plans. The purpose of developing a set of plans is to provide a written document of the scope of your project. A staff member will review your plans to determine in advance that the proposed work complies with the various building rules. For the review to be a help to the builder or owner, it is important that the plans be as detailed as possible. The goal is to uncover potential problem areas while the project is still on paper and save costly corrections later. Applicants are asked to provide two sets of plans. The Township retains one set, the other set will be returned to the permit applicant with any corrections noted. The plan set returned to you should be made available to building inspectors when they conduct inspections.

You will submit a copy of your building plans, including a detailed scope of work. Plans will be marked with corrections and/or notes regarding important code guidance to help avoid common mistakes made during the building process. One set of plans will be returned to you and must be on site for all required inspections. The other set is added to the property file at the municipality office.

Plan Markings

Red Markups are used to help prevent the most common errors made on specific projects. Markups notify the applicant whether specific items meet the minimum code requirements. You should review all the markings on your plan before you begin building, in order to prevent making errors that the inspectors will require you to correct.

Plans should be to scale and dimensioned, and include information on use of rooms, wall and ceiling finishes, and lumber sizes and spacing. You can prepare your own plans, or your contractor or a drafting service can prepare them for you. 8½” x 11” sheets can be used for projects that aren’t too large; 24x36” or larger are recommended for new homes and additions.

Comprehensive Plan Review:

This is an in-depth examination of construction documents to the highest possible standard to verify that the entire project will be constructed properly, meet code requirements, and safeguard the public health and general welfare. We review structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation, and safety to life and property.

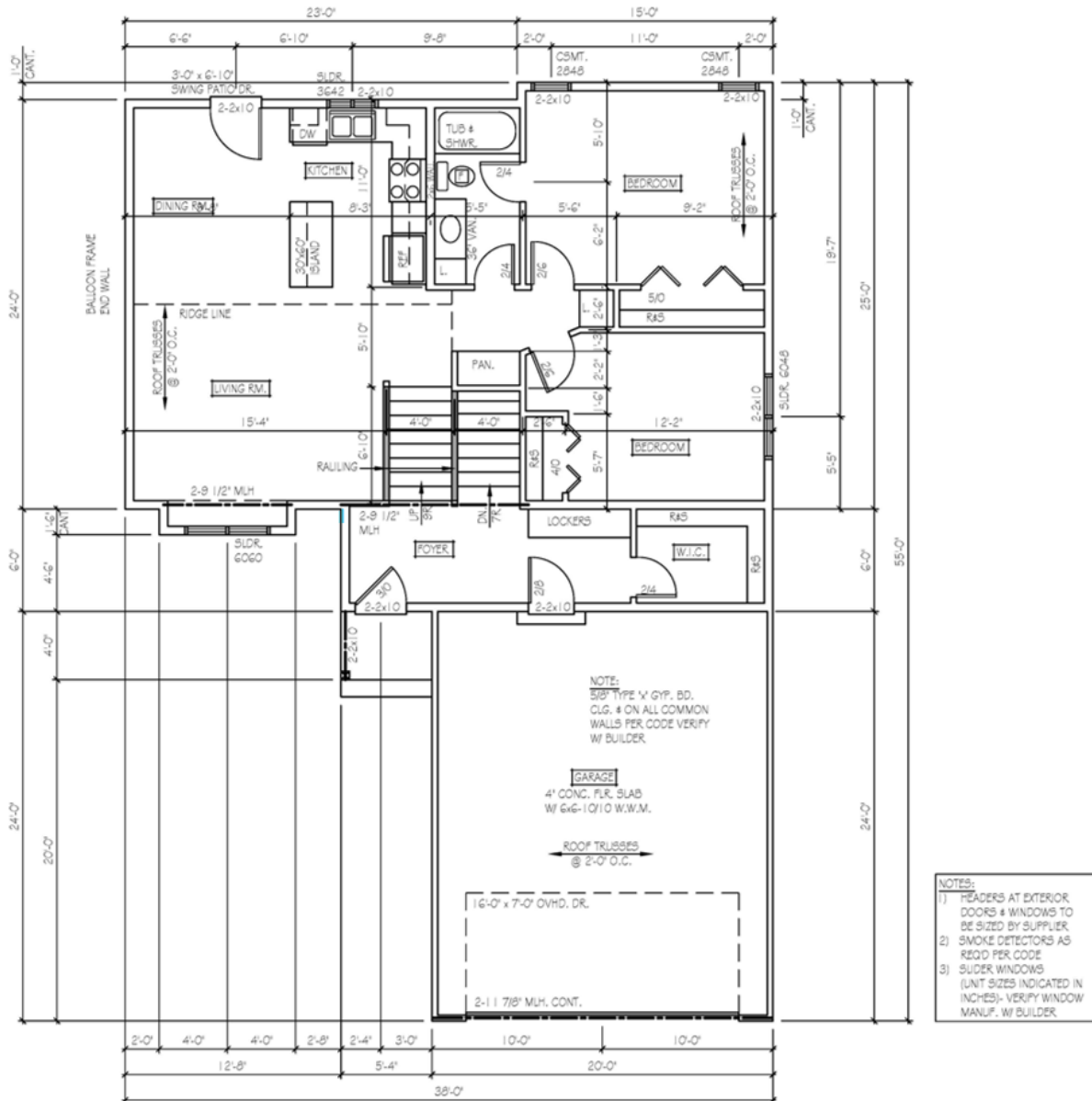
This level of plan review not only helps the project run smoothly, but it will help avoid mistakes in the field that can quickly increase the cost of the project. When errors are caught at the plan review stage, corrections in the field are minimized - saving time and money!

Two paper copies and a PDF are preferred but a legible plan that measures less than 11"x17" will be accepted as well.

If your project is complex, you may find it advantageous to hire a professional designer. If your design involves complicated framing techniques or other items not listed in code, you may be required to verify that the designs meet code as a part of the plan review process. A licensed engineer may be required to provide this verification.

Changing building plans. Any change to an approved plan must be re-reviewed and approved before construction can continue. Additional fees apply.

Example Building Plan. This does not show all requirements for building plans, example only.



Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved.**

It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a reinspection fee may apply.

The State of Minnesota requires all residential building contractors, remodelers, roofers, plumbers, and electricians to obtain a state license, unless they qualify for a specific exemption.

Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit will be issued.

To determine contractor requirements, or to check the licensing status of a contractor, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

For specific code requirements, contact Metro West at 763-479-1720.