



This handout is intended only as a guide and is based in part on the 2015 Minnesota State Building Code, Robbinsdale City ordinances, and good building practice. 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. For specific questions regarding code requirements, refer to the applicable codes or contact the Building Official at the City of Robbinsdale.

NEW CONSTRUCTION OF SINGLE-FAMILY HOME

BUILDING PERMIT APPLICATION: Applications are available at the Engineering Department at City Hall or on our website at www.robbinsdalemn.com under “BUILDING PERMITS” or, you may call (763)531-1268 and an application can be emailed or mailed to you.

CERTIFICATE OF SURVEY: Provide two copies of a certificate of survey signed by a Minnesota licensed land surveyor. The survey shall include top of foundation elevations, lowest floor elevations, garage floor elevations, existing grade elevations, proposed grade elevations, driveway slope percentage, proposed drainage arrows, sump pump discharge location, fixed benchmark, proposed building location, dimensions and proposed setbacks from property lines, and all easements (drainage, utility, gas, etc.).

BUILDING PLANS: Provide a minimum of two sets of plans drawn to scale showing the following;

Elevation Drawings; exterior views of front, rear and sides of the finished building.

Floor Plans of the basement and each floor showing the dimensions of the house, interior rooms and use of each room, i.e; bedroom, bathroom, window and door locations (safety glazing if required), interior walls, header sizes, stairs, and locations of plumbing and mechanical equipment.

Section Drawings of a side cutaway view showing the details of the footing, foundation construction (including reinforcement), drainage system, damp-proofing or waterproofing and insulation, floor, wall and roof construction.

Material Specifications of product manufacturers, information and test reports for proposed materials.

Truss Specifications; floor and roof truss specifications prepared and stamped by a State of Minnesota Licensed Engineer (Include bracing and truss layouts as needed).

Decks and Garages; include plans, if applicable.

ENERGY CODE COMPLIANCE FORM: Complete an Energy Code Compliance Form to verify compliance with the MN Energy Code, (both the building envelope and mechanical pressurization form are required). Also, an N1101.8 certificate must be filled out and submitted.

ZONING: General Zoning requirements *must* be met. Contact the Community Development Department for specific requirements at (763)531-1266 or (763)531-1269. Council approval is required if a variance, conditional use permit (CUP), planned unit development or flood plain approval is required. Building permits will not be issued until all zoning requirements are approved.

MISCELLANEOUS:

Soil Tests: Soil test reports and recommendations must be submitted for areas suspected of needing soil correction.

Fireplace: Masonry fireplaces must be installed and inspected to code; pre-fabricated fireplaces installed per the manufacturer’s installation instructions. Provide installation instructions on site for inspection purposes. A separate permit is required for all fireplaces.

INSPECTION REQUIREMENTS

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

Foundations: For block and wood foundations; prior to backfill. For cast in place concrete; after the forms and reinforcing is in place and prior to placement of concrete, and then again prior to backfill.

Damp-Proofing: Waterproofing and a perimeter drainage system must be in place for this inspection.

SUBMIT AS-BUILT SURVEY: Provide an as-built survey of the foundation including top of foundation elevations and lowest floor elevations, building location, dimensions and distances to property lines. (AFTER THE DAMPPROOFING INSPECTION, NO FURTHER INSPECTIONS WILL BE DONE UNTIL THIS IS SUBMITTED).

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

Mechanical Rough-In: After all ducting, furnace, and mechanical equipment is installed and prior to covering.

Gas Piping: A 25 lb air test for 12 hours is required (all piping must be visible).

Fireplaces, Masonry Chimneys and Woodstoves: For pre-fabricated fireplaces; when framing is complete. For masonry chimneys and fireplaces; when setting the throat. For woodstoves; when set. (The manufacturers' installation instructions must be on site).

Framing: When all framing is complete and all plumbing, mechanical, and electrical is installed.

Insulation: When the insulation, vapor retarder, and attic ventilation is complete and prior to covering.

Final Plumbing: Monometer test of the waste and vent piping, visual of fixtures installed.

Final Mechanical: Monometer test of all gas lines, visual of installed ducting and mechanical equipment.

Final: When the house is complete, the final electrical inspection is complete and all other inspections have been approved.

GENERAL INFORMATION

- Building permits will not be granted for the construction of any building or structure upon land which has not been platted and described as a lot or tract of a registered land survey, except as provided in Section 16-04 of the City Code, or on any lot that does not abut a public street.
- Permit fees may be determined after the application and plans have been reviewed. Fees must be paid in full before a permit will be issued or work can commence.
- A Certificate of Occupancy is required before the house can be occupied (after all the required inspections are completed and approved *including* final approval from the State Electrical Inspector).
- A Minnesota State Residential Building Contractor License is required for the building construction and a City License is required for the mechanical and plumbing work.
- Excavations; prior to excavating and at least 48 hours in advance, call "Gopher State One" at 811 to verify the location of underground utilities, etc.
- Gas and Electric Utilities; contact your local utility company for specific requirements.
- Electrical; wiring must be inspected and approved by a MN State Licensed Electrical Inspector. For additional information regarding how to obtain an electrical permit, contact the MN State Board of Electricity at (651)2845064. For electrical questions and concerns, or to request an inspection, contact Stephen Togle at (763)3909255 between the hours of 7:00 am and 8:30 am, Monday through Friday.

THIS DOCUMENT WAS WRITEN AS A GUIDE TO COMMON QUESTIONS AND PROBLEMS. IT WAS NOT INTENDED NOR SHALL IT BE CONSIDERED A COMPLETE SET OF REQUIREMENTS. THESE REQUIREMENTS MAY CHANGE WITHOUT NOTICE.