

Permit #	FORM #3 (email this completed form to <a href="mailto:greenwoodpermits@minnetonkamn.gov">greenwoodpermits@minnetonkamn.gov</a> )
Receipt #	



# Building Plan Checklist

If you prefer to complete this form electronically, it is available at [greenwoodmn.gov](http://greenwoodmn.gov).

Property Owner(s)	
Property Address	

Person completing this form: ☐ Property Owner ☐ Builder / Architect

This checklist is for new construction of all buildings, houses, garages, screen porches, sheds, gazebos, etc. The following items **MUST BE INDICATED** on the plan pages before submitting to the city for review. Verify ALL items that apply are on your plans, then sign and date the checklist.

## Foundation Plan Page showing all of the following:

- ☐ Footing Type (*Strip, Pad, Pier, Etc.*)
- ☐ Footing Size and Spacing
- ☐ Footing Location
- ☐ Footing Reinforcement
- ☐ Sub Slab Radon Mitigation System (*New Homes*)

## Framing Plan Page each level on a separate page showing all of the following:

- ☐ Room Description (*Bedroom, Great Room, Kitchen, Etc.*)
- ☐ Ceiling Height of All Rooms
- ☐ Garage / House Separation Including Rated Door to House
- ☐ All Walls and Openings (*Bearing and Non-Bearing*)
- ☐ Braced Wall Lines
- ☐ All Header/Beam Type and Size at Location
- ☐ Floor Framing Type (*Concrete, Joist, Trusses, Etc.*)
- ☐ Floor Framing Size and Spacing
- ☐ Roof Framing Type (*Trusses, Rafters, Etc.*)
- ☐ Roof Framing Size and Spacing
- ☐ Crawl Space Access Location
- ☐ Attic Access Location
- ☐ All Deck and / or Porch Framing Details
- ☐ Radon Piping

## Cross-Section Plan Page showing all of the following:

- ☐ Footing Size and Depth
- ☐ Foundation Wall Type and Size (*Block, ICF, Poured, Etc.*)
- ☐ Foundation Wall Reinforcement
- ☐ Foundation Wall Height and Grade Line
- ☐ Foundation Wall Exterior Waterproofing Type and Specs (*Poly-Wall, Tuff-N-Dri, Watchdog, Etc.*)
- ☐ Foundation Wall Interior Framing Stud Size and Spacing
- ☐ Foundation Wall Insulation Type and R-Value (*Interior, Exterior*)
- ☐ Foundation Wall Interior Covering (*Drywall, Paneling, Etc.*)
- ☐ Treated Sill Plate Size
- ☐ Sill Bolt Size and Spacing
- ☐ Rim Joist Insulation Type, R-Value and Specs (*Comfort Foam, Duraseal, Icynene, Thermax, Etc.*)
- ☐ Deck and / or Porch Attachment at Insulated Rim
- ☐ Exterior Wall Covering (*Vinyl Siding, Cedar Shakes, Stucco, Stone Veneer, Brick, Etc.*)
- ☐ Exterior Wall Weather Barrier (*Tyvek, 2 Layers Grade-D Paper, Etc.*)
- ☐ Exterior Wall Sheathing Type and Size (*OSB, Plywood, Etc.*)
- ☐ Braced Wall Lines
- ☐ Exterior Wall Framing Size and Spacing (*Studs, Plates, Etc.*)
- ☐ Exterior Wall Insulation Type and R-Value
- ☐ Exterior Wall Interior Vapor Barrier (*Warm Side of Insulation*)
- ☐ Exterior Wall Interior Covering (*Drywall, T&G Paneling, Etc.*)
- ☐ Rigid Windwash Barrier
- ☐ Roof Covering (*Asphalt Shingles, Cedar Shakes, Etc.*)
- ☐ Roof Underlayment and Ice Dam Protection
- ☐ Roof Sheathing Type and Size (*OSB, Plywood, Etc.*)
- ☐ Roof Framing Size and Spacing (*Trusses, Rafters, Etc.*)
- ☐ Attic Ventilation (*1" Air Space, Air Chutes, Vents, Etc.*)
- ☐ Attic Insulation Type and R-Value
- ☐ Ceiling Interior Vapor Barrier (*Warm Side of Insulation*)
- ☐ Ceiling Interior Covering (*Drywall, T&G Paneling, Etc.*)

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## Elevation Plan Page showing all of the following:

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☐ All Sides of New House and / or Addition From Foundation Thru Roof (*including existing structure that addition is to be attached to*)

**Additional Items** that must be included with plans:

- ☐ Structural Engineering for Tall Walls Over 10' High (*2-Story Entry, Vaulted Great Room, Etc.*)
- ☐ Structural Engineering for Narrow Walls that do not meet the Braced Wall Requirements of the Code (*Gable End Garage Walls, Areas with Large Windows, Etc.*)
- ☐ Engineering for All Steel Beams
- ☐ Evaluation Report and Product Specs for Foundation Waterproofing
- ☐ Evaluation Report and Product Specs for Spray Foam Insulation
- ☐ Mechanical Ventilation Requirement Worksheet (*New Houses*)
- ☐ Evaluation report for Composite Decking

The undersigned has looked through the plans and confirmed that all the above information is indicated on the pages being submitted.

Signature		Date:
Print Name		