

SINGLE FAMILY DWELLING PERMIT REQUIREMENTS

The following information must be submitted to the Building Department before a building permit can be processed and approved.

1. **Building Permit Application Form.**
2. **Survey or Site Plan [two copies].**
3. **Building Plans [two sets].**
4. **Energy Code Compliance Forms.**
5. **Mechanical Code Compliance Forms**
6. **Miscellaneous as required.**

A more detailed description of items 1-6 is listed below. After a preliminary review additional information may be required. Allow 5 to 10 working days for processing.

1. Building Permit Application: Complete and sign a Building Permit Application form. Forms are available at the Ortonville City Office at 217 NW 3rd St., Suite 101.

2. Survey or Site Plan: Provide a site plan of the property showing all property lines, road right of ways, easements, existing buildings [with dimensions] and project address. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required when deemed necessary by the department.

3. Building Plans:

- **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 [bedroom, bathroom etc.], window and door locations [safety glazing if required], interior walls, header sizes, stairs and plumbing and mechanical equipment.
- **Section Drawings** [side cutaway view] showing the details of the footing, foundation construction with a drainage system, parging and dampproofing or waterproofing and insulation, floor, wall and roof construction. Provide copies of the floor and roof truss specifications prepared and stamped by a MN licensed engineer [some cities may allow them to be provided later at the framing inspection].
- Include plans for decks and garage if applicable.

4. 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].

5. Mechanical Code Compliance Forms: Provide calculations for combustion air, make-up air and ventilation air.

