

**BUILDING CONSTRUCTION CHECK LIST**

Building Permit No: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_ Owners Name: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**Building Permit Application (IBC SEC. 105.1) no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the building official.**

**\*IBC SEC. 106.1 Submittal documents.** The plans must be prepared by a licensed architect or engineer. **The building official may require plans, computations and specifications to be prepared and designed by an engineer or architect licensed by the state to practice as such even if not required by state law,** if in the opinion of the building official the health and safety, of the occupants or future occupants may be jeopardized.

**Excavation/ Right of way permit, if needed.**

**Plumbing & Heating Permit Applications.**

Permit application to be completed by owner/contractor and/or master plumber. The permit can be picked up at city hall. The master plumber's name and license must be on the application. For commercial projects, a state approval number is required before work can proceed. **Minnesota Plumbing Code 4715.3130.**

Yes no

\_\_\_ \_\_\_ Permit Filled out completely by owner/contractor. Residential general contractor must include state license number. The building inspection department will submit the completed application and plans to the various city departments as needed for review.

\_\_\_ \_\_\_ Two sets of construction plans. **MN Building Code 1302.0700 Subp 2. See IBC.106.1** Submittal documents.

\_\_\_ \_\_\_ Site plan showing: building location, all four setbacks, lot lines, other structures, distance from other structures, easements, finish floor elevation, sanitary sewer, storm sewer, water. electricity, natural gas, curb, gutter, parking lot, layout, etc. **Waseca City Ordinance chap. 9.**

\_\_\_ \_\_\_ Drainage plan showing elevation, flow of water.

\_\_\_ \_\_\_ Lawn sprinkler plan if needed.

\_\_\_ \_\_\_ Top foundation and garage elevation must be shown on plan.

- — Architectural or Engineered drawings, If required.
- — Permit fees, applicant must indicate water meter size. Also indicate water, sewer, and/or gas connection.
- — Mechanical plans.
- — Application for plan review, for commercial projects, to be completed by the architect or engineer of record.
- — Two sets of complete plans with Architect or Engineers **original** signature. Not a copy.
- — Exterior Elevations
- — Wall Sections
- — Structural Plans
- — Stair Sections
- — Foundation & Footing Sizes
- — Windows, Doors, Signage, Etc.
- — Mechanical Drawings.
- — Electrical Drawings, if required.

**Other**

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