



Residential Pole & Post Frame Building Checklist

Pole and Post Frame Buildings do not meet the prescriptive requirements of the MN Building Code; therefore, these types of structures shall be designed to meet performance-based design requirements. Performance-based designs shall be prepared by, and bear the stamp of, a licensed design professional competent in the area of work (MN statute 1300.0110 Subp. 14). Pole and Post Frame Building plans must be prepared by and stamped by a MN Licensed Structural Engineer. Applicants, use this checklist to make sure your plans and application packet are complete. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. Bring this list to the permit counter when you come or return to make your permit application.

Project Address		
Applicant Name		
Applicant Checklist	Required Items	Staff Use Only
	<small>Verified</small>	<small>Notes</small>

APPLICATIONS

<input type="checkbox"/>	Building Permit Application completed w/ valuation and all contact information		
<input type="checkbox"/>	Erosion Control Permit Application - For Engineering Division Review - If applicable		
<input type="checkbox"/>	Shoreland / Floodplain Application - If applicable		
<input type="checkbox"/>	HVAC, Plumbing, Gas Piping and Electrical work requires separate permits		

PLANS

<input type="checkbox"/>	Boundary Survey		
<input type="checkbox"/>	Site Plan		
<input type="checkbox"/>	Elevations - Required for any exterior work, all sides, finished grade indicated		
<input type="checkbox"/>	Foundation Plan		
<input type="checkbox"/>	Floor Plan(s) - Complete plans for each floor		
<input type="checkbox"/>	Wall Section Plan(s) - 1 for each type of wall assembly		
<input type="checkbox"/>	Signed Engineered Drawings & Engineered Product Design Info		
<input type="checkbox"/>	Roof / Floor Truss Shop Drawings - Can be delayed submittal in most cases		

FORMS / REPORTS / DOCUMENTATION

<input type="checkbox"/>	Planning/Zoning Approval Documents - If applicable to the project		
<input type="checkbox"/>	Other Special Approval Documents - If applicable to the project		





Doc 333-vA052021-0221

Residential (One and Two Family and Townhome) Plan Review & Building Permit Application

Complete All Items and the Checklist

Project Name		Application Date	
Site Address	Room or Unit Number	Floor	
Parcel ID Number(s) (match site plan and survey)			
Legal Description: Subdivision, Lot & Block or other description (must match site plan and survey)			
Applicant Name	Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Owner's Agent		
Contractor license #:			
Applicant Address	City	State	Zip
Applicant Email (REQUIRED)		Applicant Phone (REQUIRED)	
Owner Name			
Owner Address	City	State	Zip
Owner Email (REQUIRED)		Owner Phone (REQUIRED)	
<input type="checkbox"/> <i>By checking this box I affirm that I am the owner of the property referenced above and that the applicant for this permit is authorized to do the work described in the permit application and</i>			
Description of proposed work: <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family (Duplex) <input type="checkbox"/> Townhome			
Check Applicable: <input type="checkbox"/> Interior Remodel w/ Change of Use <input type="checkbox"/> Interior Remodel No Change of Use <input type="checkbox"/> Demolition			
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Sitework/Foundation Only <input type="checkbox"/> Other			
Project Valuation. Include materials and labor for all work:			
Permit Fee:	Plan Review Fee:	State Surcharge:	Total Enclosed:
Design Professional (Architect or Engineer) or Plan Preparer Name			
Design Professional or Plan Preparer Address		City	State Zip
Design Professional or Plan Preparer Email (REQUIRED)			Phone (REQUIRED)
Sprinklered? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the project site or any area to be disturbed by construction contain wetlands? <input type="checkbox"/> No <input type="checkbox"/> Yes			
I do hereby make application for a building permit. The application and accompanying documents are complete and accurate. Work shall be consistent with the plans and information provided with the permit application and shall comply with applicable codes, ordinances and laws and conditions of approval. Work shall not begin until a building permit has been issued.		Applicant's Signature (REQUIRED)	

Office Use Zone District: Stormwater Zone: Special Approvals:

LUTech:

duluthmn.gov/csi | 218-730-5240 | permittingservices@duluthmn.gov

