



# Residential Intake Checklist 1 & 2 Family Dwellings and Townhomes

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		Type of Project									
Applicant Name											
Applicant Checklist	Required Items	New Dwelling (other than HUD or IBC Seal)	Manufactured (HUD) Home (not in a park)	Modular (IBC Seal) Dwelling	Addition (Note c)	Exterior Alterations Only	Interior Remodel	Detached Garages (Note b)	Deck (Note a)	Verified	Staff Use Only Notes
		<b>APPLICATIONS</b>									
	Building Permit Application completed w/ valuation and all contact information	x	x	x	x	x	x	x	x		
	Manufactured (HUD) Home Installation Permit & Plan Review Application		e								
	Erosion Control Permit Application - For Engineering Division Review	x	x	x	x	h		x	x		
	Shoreland / Floodplain Application - If applicable	x	x	x	x	h		x	x		
	HVAC, Plumbing, Gas Piping and Electrical work requires separate permits	x	x	x	x	x	x	x			
<b>PLANS - 2 identical sets, legible and drawn to scale - see reverse for required details to be provided for each type of plan/ Townhouse needs 3 sets</b>											
	Boundary Survey	x	x	x	x	g	g	x	g		
	Site Plan	x	x	x	x	h		x	x		
	Elevations - Required for any exterior work, all sides, finished grade indicated	x	x	x	x	h		x	x		
	Foundation Plan - May be incorporated with the basement plan	x	i	x	x	h		x			
	Floor Plan(s) - Complete plans for each floor, including basement and finished attic space- as applicable	x	x	x	x	h	x	x			
	Wall Section Plan(s) - 1 for each type of wall assembly	x	f	f	x	h	x	x	x		
	Engineered Drawings & Engineered Product Design Info- If applicable to the project	d	d	x	d	h	d	d	d		
	Roof / Floor Truss Shop dwgs. - Can be delayed submittal in most cases	x		f	x	h	x	x			
	Plans for decks or steps (Man'd homes require two exits to grade) - If applicable	x	x	x	x		x		a		
<b>FORMS / REPORTS / DOCUMENTATION</b>											
	HUD or IBC Seal Numbers - Required prior to final inspection		x	x							
	Residential Mechanical Information Form	x		x	x						
	Helical Pier Special Inspection Form - all decks and additions under 120 SF, over 120 SF requires engineered design	x	x	x	x	h			x		
	WLSSD CAF Fee Discussed - If applicable, due when permit issued	x	x	x							
	Septic / Well Compliance Documentation - If applicable	x	x	x							
	Planning/Zoning Approval Documents - If applicable to the project	x	x	x	x	h	x	x	x		
	Other Special Approval Documents - If applicable to the project	x	x	x	x	h	x	x	x		

- a **Basic Decks** - For standard residential decks, use the deck packet and application available in Construction Services and online.
- b **Detached Garages** - For standard detached residential garages, use the garage packet and application available in Construction Services and online. Erosion control req'd if applicable.
- c **Additions on Posts** - For additions on posts under 120 SF, a packet is available in Construction Services and online as a guide for preparing your construction plans and documents. Additions on posts over 120 SF are required to be designed by a structural engineer.
- d **Engineered Wood Products** - If engineered wood products are proposed, engineered design info by product supplier must be submitted before a permit is issued.
- e **Manufactured (HUD) Home Installation Permit & Plan Review Application** - Required submittal information for support and installation of manufactured homes is unique and specific. This packet is available on CSI website or in the office.
- f **Wall Sections for Manufactured and Modular Homes** - Must be provided for all site-built walls and foundations.
- g **Boundary Survey** - may be required for decks or for exterior or interior alterations where new openings are added, depending on required distance to property lines and existing documentation available for location of building on lot.
- h **Exterior Alterations** - Submittal requirements will vary greatly depending on the proposed work. Each item is required if it is applicable to the project.
- i **Manufactured (HUD) Home Perimeter Skirting** - When located outside of a manufactured home park, zoning requires solid, fully grouted and mortared masonry or concrete block skirting
- j **Townhouse** - Requires submitting 3 sets of plans. 1 for each home and 1 for the City of Duluth's records.

## Additional Checklist Item Information

Applicants, use this along with the checklist to make sure your plans and application packet are complete and include all items. Note that it is not acceptable to indicate "per code" or similar statement in lieu of dimensions or specifications. Additional information may be required for some projects. This will be determined during plan review.

### SITE PLAN - Items to be Included

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Drawn to scale with scale indicated  | <input type="checkbox"/> Setbacks shown and dimensioned                               | <input type="checkbox"/> Legal description on site plan                         |
| <input type="checkbox"/> Property lines shown and dimensioned   | <input type="checkbox"/> Window well - size and location                              | <input type="checkbox"/> Existing and proposed structures shown and dimensioned |
| <input type="checkbox"/> Easements on property shown  | <input type="checkbox"/> Erosion control shown  | <input type="checkbox"/> Driveways and REQUIRED PARKING shown                   |
| <input type="checkbox"/> Drainage pattern shown - noting slope min 6 inches in 10 feet away from building | <input type="checkbox"/> Consistent with survey with found survey monumentation noted | <input type="checkbox"/> Adjacent streets and alleys shown                      |

### FOUNDATION PLAN (may be combined with basement plan) - Items to be Included

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Foundation wall type  | <input type="checkbox"/> Radon system shown                          | <input type="checkbox"/> Post/pad footings shown and dimensioned      |
| <input type="checkbox"/> Drainage system shown | <input type="checkbox"/> Bearing wall footings shown and dimensioned | <input type="checkbox"/> Foundation insulation - horizontal as needed |

### FLOOR PLANS (complete plans for each floor) - Items to be Included

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Legible, to scale, and fully dimensioned                 | <input type="checkbox"/> Narrow wall bracing   | <input type="checkbox"/> Guards and handrails shown                            |
| <input type="checkbox"/> Ceiling height - all areas                               | <input type="checkbox"/> Bathroom fixture clearances   | <input type="checkbox"/> Radon control method                                  |
| <input type="checkbox"/> Window wells shown - see handout                         | <input type="checkbox"/> Required light and ventilation  | <input type="checkbox"/> Draftstopping in floors shown - 1000 SF sections      |
| <input type="checkbox"/> Window U-values  | <input type="checkbox"/> Smoke and CO detectors shown  | <input type="checkbox"/> House to garage separation indicated - door specified |
| <input type="checkbox"/> Identify uses of rooms                                   | <input type="checkbox"/> Clearly indicate new vs. existing / demo walls                                | <input type="checkbox"/> Stairways dimensioned - rise, run, width, headroom    |
| <input type="checkbox"/> Wall construction - stud size, spacing, finish materials | <input type="checkbox"/> Specialty windows indicated - safety glazing, window fall protection          | <input type="checkbox"/> Floor system orientation or slab thickness indicated  |
| <input type="checkbox"/> Egress windows identified - sill height, clear opening   | <input type="checkbox"/> Show complete load path of all bearing situations to carry load to foundation |  |

### WALL SECTION - Items to be Included - a sample wall section is available in Construction Services

#### Foundation / Basement Wall

- Grade slopes away 6" in 10'-0"
- Anchor bolt size, spacing and location
- Foundation wall type and width
- Max wall height from floor to top of wall
- Max unbalanced backfill height - type of soil
- Waterproofing method
- Exterior insulation protection
- Exterior insulation - type and R value
- Vertical & horizontal reinforcing - chapter 4
- Interior insulation - type and R value
- Interior wall covering - interior finish
- Interior ceiling height
- Footing width, height, depth below grade
- Drainage system
- Slab thickness
- Vapor barrier
- Insulation under slab - type and R value
- Base material
- Soil bearing capacity
- Details for Frost Protected Shallow Foundations - see handout

#### Exterior Wall Assembly

- Siding type
- House wrap or felt
- Wall sheathing
- Stud size and spacing
- Insulation - type and R value
- Vapor barrier
- Interior wall cover material
- Wall height
- Flashing - all locations

#### Interior Wall Assembly

- Stud size and spacing
- Sheathing type and size

#### Floor System(s) Assembly

- Floor joist / trusses - size and spacing
- Floor sheathing
- Floor insulation - if req.- type and R value
- Ceiling finish material
- Rim joist insulation - type and R value

#### Roof Assembly

- Roof pitch
- Roofing material - shingle type, metal, etc
- Underlayment - felt and/or ice & water barrier
- Roof sheathing - type and thickness
- Truss information - energy heel height
- Ventilation method
- Soffit / Fascia details
- Insulation - type and R value
- Vapor barrier
- Ceiling finish material

### DECK DETAILS - Items to be included

- Footings - type, size, depth and spacing
- Posts - size and connections
- Beams - size and connections
- Joist - size, spacing and connections
- Ledger - size, connection and flashing
- Guards and handrails indicated
- Stairs - width, rise, run, handrails
- Lateral load connectors indicated