



## CITY OF DELANO

Department of Building Inspections  
234 2<sup>nd</sup> Street North, PO Box 108  
Delano, MN 55328  
Phone: 763 972-0550 – Fax: 763 972-6174

### **PERMIT REQUIREMENTS** **New Construction/One and Two Family Residential**

#### **PERMITS:**

Permits may be applied for and issued on weekdays Monday, Wednesday & Thursday during the hours of 7:30am-5:00pm, Tuesday 7:30am-7:00pm and Fridays 8:00am-12:00pm (noon). Completed permit applications may be sent electronically, dropped off or mailed in.

**Please allow min fourteen (14) working days for plan review on residential permit applications, three (3) work day for non-plan review permit applications. If permit applications are incomplete, the permitting process may be longer.**

**\*Work must never begin until the permit is received and on the job! Starting work without a permit will result in additional fees! \***

#### **ALL PERMIT APPLICATIONS MUST BE COMPLETED AS FOLLOWS:**

#### **BUILDING PERMITS:**

1. Completed application form. Permits, plans & surveys can be submitted electronically.
2. Electronic copy or Two (2) copies of survey for all new dwellings/as-built survey required prior to issuing final certificate of occupancy.
3. Soils analysis report when required.
4. Electronic copy or Two (2) complete sets of building plans drawn to scale.
5. Electronic copy or Two (2) copies of construction specifications when required.
6. Electronic copy or Two (2) copies of the New Construction Energy Code Compliance Certificate meeting the requirements of MSBC Ch. 1322 N1101.8.

#### **PLUMBING PERMITS:**

1. Completed application form.
2. Electronic copy or Two (2) copies of plumbing plan when required.
3. Permit fee for new single family home plumbing systems - \$101.00.

**HEATING/MECHANICAL PERMITS:**

1. Completed application form.
2. Electronic copy or paper Heat loss and heat gain calculations.
3. Electronic copy or Two (2) copies of mechanical plans and specifications when required.
4. Permit fee for new single-family home heating/cooling system - \$101.00. (Additional permit will need to be pulled for fireplaces - \$76.00)

**SEWER AND WATER PERMITS:**

1. Completed application form.
2. Electronic copy or Two (2) copies of site utilities plan when required.
3. Permit fee for new single family home sewer and water installation - \$101.00.

(See attached New Home Builder Requirements)

**NEW HOME BUILDER REQUIREMENTS**

BUILDER: \_\_\_\_\_

YEAR: \_\_\_\_\_

**Check appropriate boxes below and fill in the blanks.**

1. Foundation:  Concrete block units (CMU)  Poured Walls  Other
2. Foundation design used:
  - MSBC 1303.1900 – must comply with all 12 provisions of this chapter including use in soil types I or II only and **maximum 8 ½ ft.** height of wall.
  - 2006 IRC – **maximum 9 ft.** high foundation walls per tables R404.1.1 (2) or (3) or (4)
  - Engineered designs
3. Foundation drainage must be installed per IRC R405.1.
4. Dampproofing or waterproofing required per IRC R406
  - Damp proofing per IRC R406.1 – parging required on CMU walls.
  - Waterproofing per IRC R406.2.
  - Other approved system – provide product information and model code ES report.

Product: \_\_\_\_\_

5. Weather resistive sheathing paper required over sheathing of all exterior walls. MSBC 1309.0703. List product used; must be approved and have a model code ES report.

Product: \_\_\_\_\_

6. Energy code to meet the requirements of MN SBC Chapter 1322.

Residential Mechanical Ventilation required: Balance system  HRV  ERV  
 Exhaust only system

7. Vinyl siding containers must be labeled with ASTM D-3679.

8. Plastic/composite decking material used: \_\_\_\_\_  
Must be approved with a model code ES report.

9. I-Joist flooring system and structural rim joist: \_\_\_\_\_

10. **Walls shall not exceed 10 feet in height.** Walls up to 12 feet in height: minimum 2x6 @ 16' OC SPF #2 or better with mid-span blocking, maximum 10 ft. opening and double king-studs each side of windows. Walls up to 14 feet in height: minimum 2x6 @12" OC SPF #2 or better with mid-span blocking, maximum 10 ft. opening and triple king-studs each side of windows. Walls over 14 feet in height require engineering design.

**(Please incorporate items into future plans)**