

New Dwelling Checklist  
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Owner \_\_\_\_\_ Parcel # (see sanitary permit) \_\_\_\_\_  
Builder \_\_\_\_\_ Permit # (building Inspector assigns) \_\_\_\_\_  
House Address (municipality) \_\_\_\_\_

**APPLICATION REQUIREMENTS:**

\_\_\_\_\_ Building Permit (filled out to the best of your ability – must have certification numbers of all contractors)

\_\_\_\_\_ Sanitary Permit (county)

\_\_\_\_\_ Elevation Drawings (all levels – all sides)

\_\_\_\_\_ Plot Plan (usually found included with the sanitary permit)

\_\_\_\_\_ Floor Plan (all floor levels, including basement and foundation; decks or porches, listing the use and dimensions of each room; location, size and configuration of doors and windows; including type and glass size)

\_\_\_\_\_ Plumbing plan (showing location of fixtures, including laundry tub, clothes washer, sump(s), floor drain(s), garbage disposal, water heater and rough-ins for future fixtures)

\_\_\_\_\_ HVAC (location of chimneys, heating and cooling appliances and a heating distribution layout)

\_\_\_\_\_ Electrical Plan (showing location of receptacles, lights, switches, main distribution panel, smoke detectors and carbon monoxide detectors)

\_\_\_\_\_ Braced wall Plan (location and construction details of braced wall lines & braced wall panels in those lines)

\_\_\_\_\_ RESCheck or equivalent (usually done by furnace installer, need **energy certificate** to place on electrical panel)

\_\_\_\_\_ Driveway permit (if required)

\_\_\_\_\_ County shoreland/floodplain zoning permit if within 300' of a stream or 1,000' of a lake (WOOD)

\_\_\_\_\_ Erosion Control Plan

★ Plumbing plan, HVAC plan, Electrical Plan and Braced Wall Plan can each be drawn on copies of the floor plans.

## INSPECTIONS;

**Calls for inspections are required by the permit holder, 48 hours before the work is to be concealed:**

- Site inspection, to verify location of dwelling and garage;
- Footing and drain tiles, if required, after formed, before poured;
- Plumbing in basement floor, before covered;
- Foundation: after completed, damp-proofed and insulated; before covering drain tiles and back filling;
- Electrical Service installation
- Rough framing; before insulated and drywalled;
- Rough electrical, before insulated and drywalled;
- Rough plumbing, before insulated and drywalled;
- Insulation
- Final-prior to occupancy; Dwelling may not be occupied until final inspection revealing no violations that could affect health or safety of occupants.

Completion is required within two years of date of permit.

Check with municipality for setback requirements.

**REMEMBER;** Building Codes are a minimum, not *design* specs.

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on left side of page click on “Safety and Buildings”

then on the next screen (about mid-page) on the right side click on “codes online”

then scroll to find “Comm’s 20-25 “ Uniform Dwelling (one and two family)