



CITY OF HOWARD LAKE

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NEW RESIDENTIAL CONSTRUCTION BUILDING PERMIT APPLICATION CHECKLIST

This handout is a guide only and does not contain all the requirements of the Minnesota State Building Code or City Ordinances

WELCOME TO THE CITY OF HOWARD LAKE

To facilitate your building project and the City's permit process as well as to provide a consistent level of customer service, submittals for building permit must be complete at the time of application. The following documents are required at time of permit submittal so that all City departments can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. Two to five working days will typically be required for new buildings and major additions / remodels. If you have questions or concerns at this stage of your project, we will be happy to speak with your design team to answer questions and assist you in completing the application process.

TWO COMPLETE SETS OF PLANS, SPECIFICATIONS AND SUBMITTAL DOCUMENTS ARE REQUIRED AT THE TIME OF PERMIT APPLICATION:

- ☐ Completed and signed Building Permit application
- ☐ Certificate of Survey (2 copies)
- ☐ Two Complete Sets of Building Plans (foundation plans, floor plans, building elevations, and cross sections drawn to scale). Be sure to show all headers and beams sizes on plans. Provide R-values for entire building envelope.
- ☐ New Construction Energy Code N1101.8 Compliance Certificate, see:
<http://www.bamn.org/images/energycode/bam-certificat.xls> or
<http://www.bamn.org/images/energycode/bam-certificate.xls>
- ☐ Passive radon system detail.
- ☐ Any other information deemed necessary by the City and or Building Inspector to ensure code compliance.