



Department of Community Development **Building Safety Division**

Brainerd City Hall
501 Laurel Street
Brainerd, MN 56401

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Submittal Checklist for Residential New / Addition Construction

To facilitate a building project and the city's permit process, submittals for building permits must be complete at time of application. The following required submittals constitute a complete application for a Building Permit. Plan reviews for permit approval will not begin until a complete application is received. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur.

All construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the code and relevant laws, ordinances, rules, and regulations, as determined by the building official. Any plans that are not legible, dimensioned, or submitted on unsuitable material will not be accepted.

Permitting time will depend on project complexity, completeness of plan submittals and number of already received project submittals. If needed, a pre-design process is provided, and a preliminary meeting will be scheduled to answer questions and assist in the application process. Please allow up to 10 days for plan review. Plan reviews will not start until all submittals have been made.

SUBMITTAL DOCUMENTS

- Building Permit Application** – A completed building permit application. (2 Pages)
- Plans Submittals** – One 11 x 17 set or an electronic PDF file of plans are required (See Required Plan Submittals).
- Certificate of Survey** – See handout for additional requirements.
- Energy Code Compliance Certificate** – Form is available in the links below.
- Energy Calculations** – A copy of the calculated heat loss/gain and calculated cooling load verifying HVAC sizing in compliance with the Minnesota Energy Code (ACCA Manual J, 8th edition or equivalent). Can be submitted with Mechanical Permit Application.
- Ventilation, Makeup, and Combustion Air Calculations Form** – Can be submitted with Mechanical Permit Application. Form is available in the links below.
- Roof / Floor Truss Shop Drawings** – Must be submitted prior to framing inspection.
- Engineered Drawings & Engineered Product Design Info** – If applicable to the project.
- Blower Door Test Report** – Must be submitted prior to final inspection.
- Attic Insulation Certificate** – Must be submitted prior to final inspection.

- Mechanical Permit Application** – A completed mechanical permit application must be submitted before building permit will be issued.
- Plumbing Permit Application** – A completed plumbing permit application, must be submitted before building permit will be issued.

Electrical permits are Issued by the State of Minnesota. Contact Mike Wenzel for additional information @ 218-270-2265.

REQUIRED PLAN SUBMITTALS

- Reversed plans are not accepted. The plans must match the submitted Certificate of Survey.
- Optional features shown on the plans must be marked as "Selected" or "Not selected" to provide clarity.
- It is not acceptable to indicate "per code" or similar statements in lieu of dimensions or specifications.
- Additional information may be required for some projects. This will be determined during plan review.

- Elevations** – All sides of the building and labeled as Front, Left, Right and Rear. Items to be included:
 1. Roof pitch
 2. Roof ventilation (location and quantity)
 3. Roof overhang dimension
 4. Siding material(s)
 5. Location of doors and windows
 6. Location of decks and/or porches

□ **Foundation Plan** – May be incorporated with the basement plans. Items to be included:

1. Scaled not less than ¼" per foot and fully dimensioned
2. Footing sizes, locations, thickness, materials, strength, and reinforcement
 - a. Exterior and interior bearing walls
 - b. Post pad footings
 - c. Porch and/or deck footings
3. Foundation wall type, sizes, height, and reinforcement
4. Radon system design information

□ **Floor Plan(s)** – Complete plans for each floor, including basement and finished attic space. Items to be included:

- a. Scaled not less than ¼" per foot and fully dimensioned
- b. Room use identification with unfinished spaces identified
- c. Door and window locations, sizes, and header size
- d. Identify specialty windows – safety glazing, fall protection, etc.
- e. Identify all beams (material and sizes)
- f. Floor joist type, size, spacing and direction
- g. Narrow wall bracing method at garage walls adjacent to overhead garage doors
- h. Location and size of stairs, direction of travel
- i. Deck and/or porch construction
 - i. Post size and spacing
 - ii. Floor joist size and spacing
 - iii. Beam and header size
 - iv. Rafter/truss size and spacing
 - v. Identify decking material
- j. Rafter/truss size and spacing
- k. Location of smoke and carbon monoxide detectors
- l. Locations of furnace, water heater, electric panel, air exchanger, sump basket, washer, dryer, fireplaces, and bathroom fixtures

□ **Wall Section Plan(s)** – One (1) for each type of wall, stair, or foundation assembly. Items to be included:

- a. Footing dimensions, reinforcement, and drainage
- b. Foundation material, dimensions, reinforcement, water-proofing, insulation, and slip sheet
- c. Grade, distance from grade to bottom of footing and distance to wood framing
- d. Anchor bolt sizing, locations, and spacing
- e. Sill plate and rim joist type and size as well as rim joist insulation type and R-value
- f. Floor joist type, span, spacing and sub-floor material
- g. Concrete slab thickness, reinforcement, vapor barrier, insulation (thickness and R-value), and radon rock
- h. Location and spacing of solid blocking or diagonal bracing where foundation walls are parallel to floor framing
- i. Stair detail showing rise, run, head clearance and handrail measurements.
- j. Exterior wall construction: siding, water resistive barrier, sheathing (type and thickness), stud size and spacing, ceiling height, sill plate material, insulation (type and R-value), vapor barrier and interior finish
- k. Roof construction: rafter/truss size and spacing, ceiling finish, ceiling vapor barrier, attic insulation (type and R-value), soffit/fascia material, soffit ventilation, wind wash, air chute, and energy heel
- l. Roof slopes, roof sheathing (type and thickness) ice & water barrier, roof underlayment and roof coverings

The above submittals define a **complete application** for a Building Permit for new one and two family dwellings. (MSBC 1300.0130). The plans and submitted documents will be reviewed within 10 working days from receipt of the **complete application**. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur. You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.

Links to Forms, Applications, and Informational Handouts

[Home Building and Remodeling – Consumer’s Guide](#)
[Hiring a Residential Building Contractor – Consumer’s Guide](#)
[Minnesota Contractor License Lookup](#)
[Contractor Licensing Requirements Handout](#)

[Certificate of Survey Handout](#)
[Erosion & Sediment Control Handout](#)
[Gopher State 811 Handout](#)
[Residential Inspection Procedures Handout](#)
[Financial Guarantee Policy Handout](#)
[Energy Code Compliance Certificate Form](#)
[Ventilation, Makeup, and Combustion Air Calculation Form](#)
[New Address Request Form](#)

[Mechanical Permit Application](#)
[Plumbing Permit Application](#)



Building Permit Application - Residential

City of Brainerd
 501 Laurel Street • Brainerd, MN 56401
 218.828.2307 • building@ci.brainerd.mn.us

Property	Project Address	Apt/Unit #	Parcel ID #
	Owner Name	Owner's Phone Number	

Applicant Information	Applicant Type:	<input type="checkbox"/> Property Owner – Property Owner Waiver must be signed. <input type="checkbox"/> Contractor - MN License # _____		
	Applicant/Business Name		Business Phone	
	Address			
	Contact Name	Contact Email	Contact Phone	

Project Details	Property Use	Construction Type	Contractors - Please answer the following:	
	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two-Family Dwelling <input type="checkbox"/> Townhome <input type="checkbox"/> Accessory	<input type="checkbox"/> Addition <input type="checkbox"/> New Construction <input type="checkbox"/> Remodel <input type="checkbox"/> Repair/Replace	Was the project structure built before 1978? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide your EPA Lead Certification number: EPA Lead Certification # _____	
	Description of Work:			
	Project Valuation (All material and labor cost):			

THIS IS AN APPLICATION FOR A PERMIT – DO NOT START WORK UNTIL PERMIT HAS BEEN ISSUED.

Additional permits are required for electrical, HVAC, and plumbing work. This permit becomes null and void if the work authorized is not commenced within 180 days of the date of issuance, or if the work is abandoned or suspended for a period of 180 days.

CERTIFICATION STATEMENT: I hereby certify that: I am authorized to make this application; all information provided on this application or in other submittals is true and accurate to the best of my knowledge; authorization from the owner to perform the proposed work has been granted; I understand that I am fully responsible for all work performed and all work performed as part of any permit will comply with all applicable state and municipal laws and ordinances, and any required contractor license, personal license, or certificate of competency will be obtained prior to any work being performed. I understand that the issuance of a permit does not grant any contractor license, certificate of competency, business license, or other license, and unlicensed persons shall not be hired to perform work that requires a license or certificate of competency.

Applicant's Signature _____ Date: _____

Print Name: _____



Residential Project Contractor List^{1,2}

Please list contractors that will be working on project:

General Contractor³

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Excavation/SSTS Contractor

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Plumbing Contractor⁴

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Architect/Engineer

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

Mechanical Contractor

Business Name _____
City & State _____
Contact Person _____
Phone Number _____

1 - MN State Contractor Licensing and Bonding requirements apply.
2 - Additional licensing may be required by the city (See Handout).
3 - Property owner must read and sign waiver below if listed as general contractor.
4 - Property owner must occupy property if listed as plumbing contractor.

Property Owner Waiver

The purpose of this waiver is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, Brainerd Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor on building projects.

I understand that the State of Minnesota requires that all residential building contractors, remodelers, and roofers obtain a state license for work performed on residential real estate (as defined by Minnesota Statute 326B.802, Subd. 13) unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property myself. I claim to be exempt from the State licensing requirements because I am not in the business of building on speculation or for resale, and this is the first residential structure that I have built or improved in the past 24 months.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under MN Statute 326.92, Subd. 1 and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund if any contractors that I hire are unlicensed.

I have also been informed and acknowledge that by listing myself as the general contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or City Ordinances in connection with the work performed on the property.

Property Owner's Signature _____ Date _____

Print Name _____