



City of White Bear Lake
Building Department
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NEW RESIDENTIAL STRUCTURES

Information in this handout pertains to New Single Family Dwellings, Duplexes, Condos or Townhomes.

This handout is a summary of the permit & inspection process as well as standard requirements based on State Building Code regarding New Residential Structures. Information contained herein does not contain all of the specific codes for construction, and shall only be used as a guide.

Permit Submission Requirements:

- Completed permit application, including valuation (materials & labor)
- Two complete sets of plans drawn to scale.
- Two energy calculations (for new construction).
- Heat loss calculation.
- Lateral Bracing design to verify compliance with IRC Chapter 6.
- Three legal surveys with driveway included (new construction only).
- Submit plan to Watershed District *as required*.
- Obtain approval for street cuts from county, city or MNDOT *as required*.
- Impervious area calculations if located within the shoreland overlay district.

Residential Structure Permit Fees: See the White Bear Lake Fee Schedule at www.whitebearlake.org

Licensing Requirements:

- Contractors must be licensed in the State of Minnesota if performing more than one single trade. Minnesota State license number must be provided on permit application.
- Contractors working on a structure built prior to 1978 are required to provide their Lead Certification Number (see permit application for exceptions.)
- Property owners may perform building related trades on property they own. Property owners may perform mechanical trades, such as plumbing, heating & electrical on property they own and occupy, otherwise a licensed contractor is required. Property owners doing their own work will be required to sign the Property Owner Waiver acknowledging their responsibilities to the Minnesota State Building Code, to Zoning Ordinances and to other applicable rules and regulation when they are acting as general contractor. All sub-contractors hired must be licensed and disclosed on the application.
- Rental property owners may perform building trade work. However, all plumbing, HVAC and electrical work on rental property shall be performed by a licensed contractor.
- Property owners renovating dwellings with the intent to sell must be state licensed if performing work on more than one property in a two-year period.

Inspection Requirements: The inspection card and approved plans must be on site upon the start of work until the final inspection has been performed and passed. All construction work shall remain accessible and exposed for inspection until approved by the Building Inspection Department.

All required inspections will be listed on the permit card. A final inspection is required upon completion of

project and approvals for all other inspections have been complete; please call 651-429-8518 to schedule an inspection. A 24-hour notice is required for all inspections (period is subject change during busy times).

Information and Guidelines: *Typical* residential permit minimum plan requirements. Complete and accurate information submitted will expedite the plan review process. Additional information may be required upon review. See Setback Requirement-General Residential handout.

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| <p><u>FOUNDATION PLAN – ¼ INCH SCALE MINIMUM</u></p> <ul style="list-style-type: none"> • Complete and accurate dimensions • Footing sizes and locations <ul style="list-style-type: none"> ○ Exterior and interior bearing walls ○ Post pad footings ○ Porch and/or deck footing • Poured foundations - identify wall thickness, reinforcement size, and include engineered cast-in-place concrete foundation wall designs. If foundation walls are parallel to floor framing, solid blocking must be installed at anchor bolt locations in the first three joist or truss spaces. In addition, approved metal angle clips must be used to fasten floor joists to the rim opposite the lookout or walkout walls. • Brick ledge and stepped wall locations • Door and window locations and sizes • Interior wall construction materials • Identify cantilevers and method of construction • Identify plate materials • Size of all beams and headers • Floor joist size, spacing and direction • Identify room use by name • Identify unexcavated areas • Location of furnace, water heater, floor drain(s), sump pump, bathroom fixtures, water meter, smoke/carbon monoxide detector(s) • Location and size of stairs, direction of travel • Slab on grade dwellings must have draitile installed at the footing level around the entire perimeter of the building, including the garage. The draitile must be connected directly to the storm sewer if available. If storm sewer is not available, a sump basket and pump is required per Ordinance Chapter 6. <p><u>FLOOR PLAN(S) – ¼ INCH SCALE MINIMUM</u></p> <ul style="list-style-type: none"> • Completely and accurately dimensioned including garage size • Door and window location and sizes • Identify fall protection, egress, and safety glazing • Brick/stone facing location • Identify cantilevers and method of construction • Size all beams and headers • Floor joists size, spacing and direction • Bearing points for concentrated load paths • Braced wall panel locations • Identify room use by name • Location and size of stairs, direction of travel • Deck and/or porch construction: <ul style="list-style-type: none"> ○ Floor joist size and spacing ○ Beam and header size ○ Rafter/truss size and spacing • Attic access size and location • Location of fireplace, type of fireplace • Rafter/truss size and spacing • Location of any girder trusses | <ul style="list-style-type: none"> • Handrail and/or guardrail - height and spacing • Smoke/carbon monoxide detector(s) location • Location of plumbing fixtures and exhaust fans • Identify garage firewall/ceiling construction <p><u>CROSS SECTIONS – ¼ INCH SCALE MINIMUM</u></p> <p><i>Provide necessary cross sections, which shall be sufficiently detailed to indicate the location, nature and extent of the work proposed.</i></p> <ul style="list-style-type: none"> • Footing size - exterior and interior bearing walls • Draitile location • Foundation type, size of poured wall and reinforcing • Anchor bolt size and spacing • Identify plate materials • Identify floor joist size and spacing • Identify fire protection of floors • Identify flooring material • Label foundation waterproofing, insulation, R-value and vapor barriers • Basement floor thickness • Stairway - rise, run, headroom and handrail • Exterior wall construction: <ul style="list-style-type: none"> ○ Siding ○ Vapor barrier ○ Sheathing (type, thickness) ○ Interior finish ○ Stud size and spacing ○ Sill plate material type ○ Insulation • Weather resistive barrier • Ceiling height • Roof construction: <ul style="list-style-type: none"> ○ Rafter/truss size and spacing ○ Ceiling finish ○ Roof sheathing ○ Ceiling vapor barrier ○ Attic insulation ○ Ice build-up protection ○ Roof ventilation ○ Soffit/fascia material ○ Soffit ventilation ○ Wind wash • Fire-resistance rated wall assembly with STC rating <p><u>ELEVATIONS – ¼ INCH OR 1/8 INCH SCALE (minimum)</u></p> <ul style="list-style-type: none"> • Roof pitch • Roof ventilation • Roof overhang dimension • Siding & roofing material & colors (exterior finish materials) • Location of doors and windows • Location of decks and/or porches • Location of 4 inch minimum house numbers • Building height as measured to the mean |
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This document is for informational purposes only and not intended to address every situation for the permitting and plan review process.