



**City of Plymouth**  
Building Inspection Division

**Information required for a new residential one- and two-family construction building permit:**

\*Plans may be submitted digitally to:  
[inspections@plymouthmn.gov](mailto:inspections@plymouthmn.gov) \*

1. Signed and completed Building Permit application form.
2. Two copies of detailed plans drawn to scale, including the following:
  - a. A foundation plan
  - b. Floor plan(s)
  - c. Cross section(s)
  - d. Elevation plan(s)

These plans are to reflect design and materials which meet or exceed the standards of the current Minnesota State Building Code. Plans which are code deficient require more review time, may be returned for corrections, and delay the issuance of permits.

**Note:** When plans or details are prepared by an Engineer registered under the laws of the State of Minnesota, they are required to be stamped and signed, or sealed on each applicable page per Minnesota Rules 1800.4200. Concrete or masonry foundation walls exceeding 10 feet in height, are required to be designed by a Structural Engineer registered by the State of Minnesota.

3. A completed Combustion and Make-Air Submittal form and ACCA Manual J.
4. Four copies of an accurate Certificate of Survey prepared by a Minnesota Registered Land Surveyor, meeting all requirements set forth in the Plymouth City Code Section 400.13. (See attached).
5. Two copies of a completed energy code compliance certificate. Cross section drawings shall include proposed insulation for foundations, rim joist areas exterior walls, and attic spaces, location and materials proposed for interior air barrier, vapor retarder, exterior wind wash barrier, roof truss heel height where applicable, and the radon mitigation pipe location.

# Residential One and Two Family New Construction Information Sheet

## 6. Information required on building plans for one and two family dwellings:

### 1. Foundation Plan

- a. Exterior wall dimensions
- b. Interior wall dimensions
- c. Overall building dimensions
- d. Decks and porches (location & size including: size and spacing of footings, floor joists, beams, wall bracing)
- e. Exterior footing and foundation size
- f. Window and door sizes
- g. Location of required egress window or exit door (include window well size and materials)
- h. Cantilevers (location, size and spacing of framing)
- i. Brick ledge locations
- j. Interior wall construction (location, size, and spacing of framing)
- k. Headers/beams (location, size and type)
- l. Pad footings (location and size)
- m. Interior stairways (location, size, and direction of travel)
- n. Braced wall lines and braced wall panels. All exterior walls shall be braced in accordance with R602.10. In addition, interior braced wall lines shall be provided in accordance with R602.10.1.1. Wall bracing methods shall be clearly identified and labeled on the plan.
- o. Location of furnace, water heater, sump pump, floor drains, plumbing stack, smoke detector, bathroom fixtures, exhaust fans, and the radon mitigation pipe.
- p. Room titles
- q. Unexcavated areas
- r. Crawl space (access, size, and location: type and thickness of insulation)
- s. Floor Joist (size and spacing)
- t. Treated plate material

### 2. Floor plan

- a. Exterior wall dimensions
- b. Interior wall dimensions
- c. Overall building dimensions

- d. Deck and porches (including: direction, size, and spacing of rafters, header sizes, wall bracing methods, and location of stairways)
  - e. Window and door sizes
  - f. Cantilevers (location, size and method of construction)
  - g. Fireplace (location, type, hearth dimensions and required clearances to combustibles for masonry fireplaces)
  - h. Brick ledge location
  - i. Attic Access (size and locations)
  - j. Floor joists (size, spacing and direction)
  - k. Rafters/trusses (size, spacing, and direction); include location of all girder trusses
  - l. Braced wall lines and braced wall panels. All exterior walls shall be braced in accordance with R602.10. In addition, interior braced wall lines shall be provided in accordance with Section R602.10.1.1.
  - m. Detail showing the braced wall panel connections (above and below the indicated panels). Detail should show connections for exterior and interior panels.
  - n. Location of bathroom fixtures, exhaust fans, kitchen cabinets, smoke detectors, furnace flue and plumbing stack, and radon mitigation pipe.
  - o. Room titles
  - p. Headers/beams (location, size and type)
  - q. Interior stairways (location, size and direction of travel)
  - r. Guardrails (height and spacing of intermediate rails)
  - s. Garage fire wall (type of construction, including type of door into dwelling)
3. Cross Section Drawings:
- a. Footing size (exterior and interior load bearing)
  - b. Drantile location
  - c. Foundation (size of block, or width and reinforcement of poured concrete walls, or stud wall assembly)
  - d. Anchor bolts (size and spacing)
  - e. Sill material (size and type)
  - f. Foundation insulation (thickness and "R" value)
  - g. Basement floor thickness and type of vapor retarder beneath slab
  - h. Stairway (rise/run, handrail height, headroom clearance)
  - i. Subfloor/underlayment (type and thickness)
  - j. Exterior wall construction (type and thickness of: siding, exterior building paper, sheathing, studs, insulation, vapor barrier and wall bracing)

- k. Interior finish material (type and thickness)
  - l. Interior bearing wall location
  - m. Ceiling height
  - n. Roof construction (type and thickness of roof sheathing, roof covering, soffit/fascia, insulation, vapor barrier)
  - o. Roof/ceiling framing (size, type and spacing)
  - p. Soffit and tunnel ventilation
4. Building Elevation Drawings:
- a. Roof pitch
  - b. Roof ventilation (location and quantity)
  - c. Roof overhang dimension
  - d. Siding material (including water resistive barrier material)
  - e. Location of all windows and doors
  - f. Location of all decks/porches
  - g. Location and height of chimney(s)
  - h. Location of address number (4-inch minimum height required)
  - i. Specification of caulking and flashing at all exterior openings (including kick out flashing locations)
  - j. Accurate view of each elevation with respect to grades as indicated on the Certificate of Survey

### General Notes:

1. Plan review and building permit issuance normally require 5-7 working days from receipt of the complete application. You will be contacted when the permit is ready for issuance.
2. The stamped "Approved" building plan and the Inspection Record Card shall be made available to the inspectors during their inspections. It shall be posted in a prominent location in the area of construction until the final inspection is made and approved.
3. Separate permits are required when installing electrical wiring, plumbing or mechanical systems. Please contact the Plymouth Building Inspections Division at (763) 509-5430 for information regarding electrical, plumbing and mechanical permits.
4. A as-built survey is required prior to the building final.
5. Call (763) 509-5449 between 8:00 a.m. and 4:30 p.m. to schedule an inspection.