

**INFORMATION FOR PERMIT ISSUANCE
(Other than IRC residential)**

A. Plans and specifications signed by the Minnesota registered design professional responsible for each field of practice in accordance with MN Statute 326.02-326.15 and associated MN Rules 1800 and 1805. All plans, calculations, etc., required shall be submitted at the time of permit request.

1. Structural:

- a) Design loads, floor, roofs, walls (dead and live); structural calculations for the structure(s) to be submitted by the design engineer.
- b) All fastenings
- c) Soils capacities and submittal of soil testing information
- d) Foundation requirements and bearing
- e) Rated assembly designs
- f) Wall sections detail
- g) Fire stop details
- h) Draft stop details
- i) Shear wall details
- j) Special Inspection specifications- shall be submitted with the required form and information

2. Architectural (Code Analysis):

- a) Occupancy classification(s)
- b) Type of construction
- c) Occupancy loads
- d) Occupancy separations
- e) Incidental area separations
- f) Proper exiting
 - Corridor details and ratings
 - Door specs
 - Hardware schedule
 - Stair and ramp details
 - Travel distance
 - Room finish schedule
- g) Accessibility to buildings and functions
- h) Site plan- needs to be to scale and include dimensions
 - Location on property
 - Allowable area (record Covenant and Agreement regarding Maintenance of Yards for an oversized building)
 - Parking
 - Signage
- i) Plumbing fixture counts
- j) Building Envelope Performance forms showing compliance with chapter 1323

3. Plumbing plans and specifications

- a) A permit is required
- b) A master plumber must complete the work
- c) Cross connection control

Plumbing plans (to be submitted and approved by State Health Department. [www.health.state.mn.us] before any subgrade plumbing work can be performed.)

*** A sprinkler system, if required, must be professionally designed.**

*** Application and payment of City Plumbing and Mechanical Permits must be submitted to City Hall prior to installation of the HVAC system and extension of water and sewer lines once the structure for which building permit application was made is enclosed.**

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4. Mechanical Plans: To be completed by a Registered Engineer. Plans for both HVAC and plumbing must be submitted.
 - a) Permit is required
 - b) Plans shall be overlaid on architectural floor plans
 - c) Material specs
 - Alternate materials or methods shall be shown and request approval.
 - ES research reports for alternate materials should be provided to the CBO
 - d) HVAC plans shall show duct sizes, and locations of the units, dampers, transfer grills, etc.
 - e) Appliance sizes and locations and operation, if required
 - f) Fire dampers where required
 - g) Heat loss calculations- Energy Code calculations
 - h) Performance forms for both HVAC and Service Water Heating

5. Electrical: (apply to State for permit and inspection)
 - a) Exit lighting and circuits
 - b) Exit signs and circuits
 - c) Electrical plans (must be prepared by Electrical Engineer or electrician doing the work and must include the Energy Code calculations)

6. Miscellaneous
 - a) Fire extinguishers
 - b) Engineered sprinkler system
 - c) Siamese hook-up location
 - d) Special inspector's schedule

7. Zoning
 - a) Use
 - b) Setbacks per specific zone
 - c) Parking and walkways
 - d) Curbs and curb cut
 - e) Greenery
 - f) Traffic flow
 - g) Lighting and signs
 - h) Fences or screening
 - i) Exterior waste storage
 - j) Drainage/storm water detention plan/wetland delineation
 - k) Utility
 - Sewer discharge quantities and composition
 - Water usage requirements
 - Electrical usage requirements
 - Gas usage requirements

B. Construction Cost: General, Electrical, Mechanical, Plumbing, sprinkler system

A permit can be issued for buildings other than one and two family dwellings, after the above plans have been reviewed and approved and the permit has been paid for. Plans shall be resubmitted for review (if changes are required) to be approved before permit issuance.

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C. A permit will not be approved until the following information is provided to the city.

1. Overall plan with the required structural calculations
2. Complete footing and foundation plans
3. Complete site plans with all zoning and utility issues resolved
4. Complete special inspection matrix and special inspector credentials.
5. Complete submittal schedule for the remaining plans. Approvals are required before starting any of the effected work.

* Additional permits are not guaranteed; compliance with all codes is required for additional permit approval.

The following additional information concerning an existing building is required for additions and remodeling. Existing structures are to be reviewed under the "Minnesota State Building Conservation Code;" this code is required to be used for the design and review of existing structures being renovated, added to, etc.

1. Type of construction
2. Occupancy classification
3. Allowable area
4. Occupancy loads
5. Occupancy separations
6. Floor area/load capacity
7. Location on property
8. Area separations
9. Any effected exiting
10. Any affected mechanical
11. Asbestos inventory
12. Asbestos Removal Plans (if applicable)

The City of Jackson enforces the following building codes adopted as the 2007 MSBC in accordance with MN Statute section 16B.61

1. 1305, Adopts 2006 International Building Code (IBC)
2. 1315, Adopts 2009 National Electrical Code
3. 1322, Adopts Minnesota Residential Energy Code
4. 1323, Adopts ASHRAE 62.1 and 90.1 (2004) MN commercial energy code
5. 1341, Adopts ANSI A-117-2003 and IBC Chapter II, MN Accessibility Code
6. 1346, Adopts 2006 International Mechanical Code
7. 1346, Adopts 2006 International Fuel Gas Code
8. 4715, Adopts 2006 Minnesota State Plumbing Code
9. 7511, Adopts 2006 International Fire Code
10. 1307 - Elevators and related devices
11. 1309, Adopts the International Residential Code (IRC)
12. 1311, Adoption of the Guidelines for the Rehabilitation of Existing Buildings. (MN State Building Conservation Code)
13. 1323, Energy code for all buildings except Low Rise residential buildings, including ASHRAE 62.1 & 90.1 (2004)
14. 1350 - Manufactured homes
15. 1360 - Prefabricated buildings
16. 1361 - Industrialized/modular buildings
17. 1370 - Storm shelters (Manufacture Home Parks)

Received By: _____

Date: _____