



## New Construction Guidelines for Single Family Dwellings

This document is being generated to specify the required submittals for application to construct a new home in the City of St Francis.

Information will include a completed application, a survey of the property and building plans.

**Application:** This needs to be provided by the person responsible for the project. A licensed contractor or a homeowner can apply for any project but it is important to note that the person who signs the application is required for the design, construction and code compliance. All project communication will be directed through the applicant. Code compliance for a new dwelling is a large project and can be easily underestimated by someone not familiar with the current code requirements. Please consider this when deciding who will be in charge of the project.

**Survey:** A licensed surveyor must develop a site plan which will reflect both existing and proposed features, including structures, utilities, paved and wooded areas, water bodies and ditches. Lot lines and proposed setbacks shall be identified for all buildings.

Properties that are to be developed in the rural portion of the city must indicate the location of the well, septic tank and drainfield as well as the secondary soil treatment site. A septic design is also required at the time of permit submittal which is prepared by a licensed design professional.

**Building Plans:** The best way to summarize this requirement is that the plans need to be “buildable”. That is, someone unfamiliar with the project must have a clear understanding of the materials and construction methods that go into the home. Floor plans with room layouts and uses identified, cross sections and elevations will be needed to verify they meet both city and state code requirements.

Chapter 6 of the Minnesota State Residential Code specifies the wall bracing requirements for all exterior walls which support a roof system. Garage walls which contain overhead doors and walls in the home where large windows are close together will reduce the available wall area to provide this braced element. Adequate material and fastening methods are required to provide the lateral bracing needed to meet the required code provisions. APA has a wall bracing calculator that has been found to be useful at <http://www.apawood.org/calculator>

Part of the building plans will need to include the Energy Code Compliance Certificate. This form is required at time of application and needs to be posted in the mechanical room prior to the final inspection.

Questions on specific code requirements can be directed to a member of the Building Department staff or the entire code text is available at <http://www.dli.mn.gov/CCLD/codes15.asp>

Staff appreciates your attention to a complete submittal packet as this aids in the approval process. We look forward to working with you on your project.