



New Single Family Dwellings

CITY OF ROBBINSDALE

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Procedures for Construction of Single-Family Homes:

1. **BUILDING PERMIT APPLICATION:** Applications are available at the Engineering Department of Robbinsdale City Hall or on our website at www.robbinsdalemn.com. Once on our website, simply click on “Property Information”, then “Building Permit Information”, then “Permits and Fees” and scroll down to find the building permit application or, you may call (763)531-1268 and an application can be faxed or emailed.
2. **CERTIFICATE OF SURVEY:** Provide two copies of a certificate of survey signed by a Minnesota licensed land surveyor. The survey shall include top of foundation elevations, lowest floor elevations, garage floor elevations, existing grade elevations, proposed grade elevations, driveway slope percentage, proposed drainage arrows, sump pump discharge location, fixed benchmark, proposed building location, dimensions and proposed setbacks from property lines, and all easements (drainage, utility, gas, etc.).
3. **BUILDING PLANS:** Provide two sets of plans showing the following:
 - **Elevation Drawings;** exterior views of front, rear and sides of the finished building.
 - **Floor Plans** of the basement and each floor showing the dimensions of the house, interior rooms and use of each room, i.e; bedroom, bathroom, window and door locations (safety glazing if required), interior walls, header sizes, stairs, and locations of plumbing and mechanical equipment.
 - **Section Drawings** of a side cutaway view showing the details of the footing, foundation construction (including reinforcement), drainage system, parging and damp-proofing or waterproofing and insulation, floor, wall and roof construction.
 - **Material Specifications** of product manufacturers, information and test reports for proposed materials.
 - **Truss Specifications;** floor and roof truss specifications prepared and stamped by a State of Minnesota Licensed Engineer (Include bracing and truss layouts as needed).
 - **Decks and Garages;** include plans, if applicable.
4. **ENERGY CODE COMPLIANCE FORM:** Complete an Energy Code Compliance Form to verify compliance with the MN Energy Code, (both the building envelope and mechanical pressurization form are required). Also, a N1101.8 certificate must be filled out and submitted.
5. **ZONING:** General Zoning requirements *must* be met. Contact the Community Development Department for specific requirements at (763)531-1266. Council approval is required if a variance, conditional use permit, planned unit development or flood plain approval is required. Building permits will not be issued until all zoning requirements are approved.
6. **MISCELLANEOUS:**
 - Soil Tests:** Soil test reports and recommendations must be submitted for areas suspected of needing soil correction.
 - Fireplace:** Masonry fireplaces must be installed and inspected to code; pre-fabricated fireplaces installed per the manufacturer’s installation instructions. Provide installation instructions on site for inspection purposes.

After the preliminary plan review, additional information may be required.

Please allow 7 to 30 business days for processing.

INSPECTION REQUIREMENTS

- **Footings:** After forms and re-enforcing are in place but prior to placement of concrete.
- **Foundations:** For block and wood foundations; prior to backfill. For cast in place concrete; after the forms and reinforcing is in place and prior to placement of concrete, and then again prior to backfill.
- **Damp-Proofing:** Parging or waterproofing and a perimeter drainage system must be in place for this inspection.
- ⇒⇒ **SUBMIT AS-BUILT SURVEY:** Provide an as-built survey of the foundation including top of foundation elevations and lowest floor elevations, building location, dimensions and distances to property lines. (AFTER THE DAMPPROOFING INSPECTION, NO FURTHER INSPECTIONS WILL BE DONE UNTIL THIS IS SUBMITTED).
- **Plumbing Rough-In:** After all water piping and waste and vent piping is installed, a 5 lb. air test for 15 minutes is required on the waste and vent piping.
- **Mechanical Rough-In:** After all ducting, furnace, and mechanical equipment is installed and prior to covering.
- **Gas Piping:** A 25 lb air test for 12 hours is required (all piping must be visible).
- **Fireplaces, Masonry Chimneys and Woodstoves:** For pre-fabricated fireplaces; when framing is complete. For masonry chimneys and fireplaces; when setting the throat. For woodstoves; when set. (The manufacturers' installation instructions must be on site).
- **Framing:** When all framing is complete and all plumbing, mechanical, and electrical is installed.
- **Insulation:** When the insulation, vapor retarder, and attic ventilation is complete and prior to covering.
- **Final Plumbing:** Monometer test of the waste and vent piping, visual of fixtures installed.
- **Final Mechanical:** Monometer test of all gas lines, visual of installed ducting and mechanical equipment.
- **Final:** When the house is complete, the final electrical inspection is complete and all other inspections have been approved.

**Inspections should be scheduled a minimum of 24 hours in advance. To schedule an inspection, please call (763)531-1268. This number is equipped with a voice-mail feature so you may leave a message after hours. When leaving a message, please include your name, address of the property to be inspected, the type of inspection you are requesting and a phone number where we can reach you between the hours of 8 am and 4:30 pm, Monday through Friday.

GENERAL INFORMATION

- Building permits will not be granted for the construction of any building or structure upon land which has not been platted and described as a lot or tract of a registered land survey, except as provided in Section 16-04 of the City Code, or on any lot that does not abut a public street.
- Permit fees may be determined after the application and plans have been reviewed. Fees must be paid in full before a permit will be issued or work can commence.
- A Certificate of Occupancy is required before the house can be occupied (after all the required inspections are completed and approved *including* final approval from the State Electrical Inspector).
- A Minnesota State Residential Building Contractor License is required for the building construction and a City License is required for the mechanical and plumbing work.
- **Excavations;** prior to excavating and at least 48 hours in advance, call "Gopher State One" at 811 to verify the location of underground utilities, etc.
- **Gas and Electric Utilities;** contact your local utility company for specific requirements.
- **Electrical;** wiring must be inspected and approved by a MN State Licensed Electrical Inspector. For additional information regarding how to obtain an electrical permit, contact the MN State Board of Electricity at (651)284-5064. For questions to electrical questions and concerns, or to request an inspection, contact Stephen Tokle at (763)390-9255 between the hours of 7:00 am and 8:30 am, Monday through Friday.

**THIS DOCUMENT WAS WRITTEN AS A GUIDE TO COMMON QUESTIONS AND PROBLEMS.
IT WAS NOT INTENDED NOR SHALL IT BE CONSIDERED A COMPLETE SET OF REQUIREMENTS.**

These requirements may change without notice

To obtain permit information, visit our website at www.robbindsdalemn.com

For additional questions or to schedule an inspection, call 763-531-1268 or email; ebapp@ci.robbindsdale.mn.us

To speak with the Building Official, call 763-531-1265 or email; tzajac@ci.robbindsdale.mn.us