

**ADDITION AND NEW HOUSE PLAN CHECKLIST  
(INCLUDING GARAGES, SCREEN PORCHES, SHEDS, GAZEBOS, ETC.)  
MINNETONKA BUILDING DIVISION**

The following items **MUST BE INDICATED** on the plan pages before submitting to the building division for review. Verify **ALL** items that apply are on your plans, then sign and date the checklist.

1. Foundation Plan Page showing all of the following:
  - Footing Type (*Strip, Pad, Pier, Etc..*)
  - Footing Size and Spacing
  - Footing Location
  - Footing Reinforcement
  
2. Framing Plan Page (*Each Level on a Separate Page*) showing all of the following:
  - Room Description (Bedroom, Great Room, Kitchen, Etc..)
  - Ceiling Height of All Rooms
  - Garage/House Separation Including Rated Door to House
  - All Walls and Openings (*Bearing and Non-Bearing*)
  - All Header/Beam Type and Size at Location
  - Floor Framing Type (*Concrete, Joist, Trusses, Etc..*)
  - Floor Framing Size and Spacing
  - Roof Framing Type (*Trusses, Rafters, Etc..*)
  - Roof Framing Size and Spacing.
  - Crawl Space Access Location
  - Attic Access Location
  - All Deck and/or Porch Framing Details
  
3. Cross-Section Plan Page showing all of the following:
  - Footing Size and Depth
  - Foundation Wall Type and Size (*Block, ICF, Poured, Etc..*)
  - Foundation Wall Reinforcement
  - Foundation Wall Height and Grade Line
  - Foundation Wall Exterior Waterproofing Type and Specs (*Poly-Wall, Tuff-N-Dri, Watchdog, Etc..*)
  - Foundation Wall Interior Moisture Barrier (Against Foundation Wall)
  - Foundation Wall Interior Framing Stud Size and Spacing
  - Foundation Wall Interior Insulation Type and R-Value
  - Foundation Wall Interior Vapor Barrier (Warm Side of Insulation)
  - Foundation Wall Interior Covering (Drywall, Paneling, Etc..)
  - Treated Sill Plate Size
  - Sill Bolt Size and Spacing
  - Rim Joist Insulation Type, R-Value and Specs (*Comfort Foam, Duraseal, Icynene, Thermax, Etc..*)
  - Deck and/or Porch Attachment at Insulated Rim
  - Exterior Wall Covering (*Vinyl Siding, Cedar Shakes, Stucco, Stone Veneer, Brick, Etc..*)
  - Exterior Wall Weather Barrier (*Tyvek, 2 Layers Grade-D Paper, Etc..*)
  - Exterior Wall Sheathing Type and Size (*OSB, Plywood, Etc..*)

(over)

3. (continued)
- Exterior Wall Framing Size and Spacing (Studs, Plates, Etc..)
  - Exterior Wall Insulation Type and R-Value
  - Exterior Wall Interior Vapor Barrier (Warm Side of Insulation)
  - Exterior Wall Interior Covering (Drywall, T&G Paneling, Etc..)
  - Rigid Windwash Barrier
  - Roof Covering (*Asphalt Shingles, Cedar Shakes, Etc..*)
  - Roof Underlayment and Ice Dam Protection
  - Roof Sheathing Type and Size (*OSB, Plywood, Etc..*)
  - Roof Framing Size and Spacing (Trusses, Rafters, Etc..)
  - Attic Ventilation (*1" Air Space, Air Chutes, Vents, Etc..*)
  - Attic Insulation Type and R-Value
  - Ceiling Interior Vapor Barrier (Warm Side of Insulation)
  - Ceiling Interior Covering (Drywall, T&G Paneling, Etc..)
4. Elevation Plan Page showing all of the following:
- All Sides of New House and/or Addition From Foundation Thru Roof (Including Existing Structure that Addition is to be Attached to)
5. Additional Items that must be included with plans:
- Structural Engineering for Tall Walls Over 10' High (*2-Story Entry, Vaulted Great Room, Etc..*)
  - Structural Engineering for Narrow Walls that do not meet the Braced Wall Requirements of the Code (*Gable End Garage Walls, Areas with Large Windows, Etc..*)
  - Engineering for All Steel Beams
  - Evaluation Report and Product Specs for Foundation Waterproofing
  - Evaluation Report and Product Specs for Spray Foam Insulation
  - Mechanical Ventilation Requirement Worksheet (*New Houses*)

**I have looked through the plan and confirmed that all the above information is indicated on the pages being submitted.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

**Date:** \_\_\_\_\_