

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