

Modular Home Permit Submittal Documents

Required Submittal Documents: [E-mail documents in PDF format to: permits@rumrivercc.com](mailto:permits@rumrivercc.com)

1. Building Permit Application
2. Registered Survey
3. Building Plans (foundation only)
4. Septic System Permit Application and Design (*for non-city sewer lots*)
5. Site Plan Identifying **Erosion Control Methods and Locations** (*if not on survey*)

Building Permit Application: Shall describe proposed work, site location, contractor and owner contact information, contractor state license number, valuation estimate, signature and date.

Registered Survey: Shall be accurately scaled with the following information:

1. Total lot size
2. Size and location of new proposed structure and any existing structures on lot
3. Distances from lot lines
4. Drainage, utilities, wetlands, easements, wooded areas and driveway
5. Established street grades and proposed finished grades
6. Proposed top of foundation and lowest floor elevation
7. Soil boring sites for the building and On-Site Septic Systems

Building Plans: Must be dimensioned and clearly show in detail the extent of proposed work. Basement rooms must be labeled for use and size. The plan shall include footing, foundation type block or poured walls and location, type and R-value of foundation wall insulation, type of anchor devices, type of approved waterproofing, indicate if radon system is active or passive and show the location of power source for future fan. Plan must also show type of ventilation system and makeup air if required.

Septic System Design: The on-site wastewater treatment system must be prepared by a licensed designer and include all information specified by the Minnesota Pollution Control Agency in MN Rules 7080-7083. The system location must be shown on the survey. Submittals are to include Management Plans, see MN Rules 7082.0600 Subpart 1.

Zoning and land use: Requirements vary between jurisdictions. All required documents will be reviewed by Zoning, Engineering, Public Works and Building Safety as applicable.

Erosion Control: Silt fence, log rolls, rock *or undisturbed vegetative cover* are required to prevent disturbed soils from entering ditches, roads, wetlands or adjacent properties. Site specific methods of Erosion Control must be identified during the application process and shown either on the survey or similar site plan.

License Requirements: Modular homes are required to be installed by a licensed installer or owner occupant. Permits for other work may be issued to owner occupants or general contractor.

State Building Code Information: All MN State Building Codes including the Residential Building, Energy, Plumbing, Mechanical, Fuel Gas, Electrical and On-Site Septic Codes can be reviewed on the Department of Labor and Industry website at <http://www.dli.mn.gov/>.

Modular Home Required Inspections:

1. Footing (site location verified with survey, soil conditions, footing width and depth, erosion control methods required based on site location conditions, address numbers posted visible from street that clearly identify site location prior to start of construction, septic system drain field and tank areas identified with construction tape or other approved method)
2. Foundation, block or poured walls (anchors, waterproofing, insulation)
3. Underground Plumbing visual and air test
4. Radon System of rock and poly prior to pouring concrete slab
5. In-Floor heating visual and air test prior to pouring concrete slab (*if applicable*)
6. Gas piping air test
7. Above ground plumbing rough-in (if walls are built and basement is finished)
8. Framing (basement walls only) after electrical rough-in inspection passes by electrical inspector
9. Final (before occupied) when all inspections are complete. This inspection will include: checking for electrical inspection sticker, plumbing final manometer or flood rim test, smoke and carbon monoxide alarms, outside stairs, guards, landing, handrails as applicable

Any questions about these requirements can be directed to:

Andy Schreder, CBO

Chief Building Official

Rum River Construction Consultants

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763-291-370

Building Plans Review



Erosion Control



Accuracy – Efficiency – Uniformity