



CITY OF TWO HARBORS

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DAN WALKER
Administrator

MINIMUM REQUIRED INFO FOR CONSTRUCTION PLANS

1. Minimum - 2 complete sets - 1/4" scale.
2. Elevations: Front, rear, side, and cross sectional detail from footing through roof system.
3. Floor plan of all floors including basement and garage.
4. Window schedule/sizes.
5. Energy calculations.
6. Footings: Depth/width, reinforcement placement/size.
7. Conventional foundations: Wall thickness, concrete reinforcement, block or wood. If wood foundation, all design/construction details per proper agency.
8. Slab on grade or post foundation: Some designs may require design by a MN registered structural engineer.
9. Floor system: Size, spacing and type of joist/truss. Indicate posts and beams including size/type. Floor sheathing: Thickness/type.
10. Wall system: Exterior - size, spacing and type of studs. Exterior wall sheathing, bracing, siding/veneer, weather resistive barrier, insulation type and size, vapor retarder and interior wall finish. Interior wall stud spacing and size.
11. Roof system: Size/spacing of framing members including trusses, roof sheathing type/size, underlayment, roofing material.
12. Attic insulation material, R-value, and ventilation systems.
13. Fire suppression if applicable.

INSPECTIONS REQUIRED

- Please contact city hall a minimum of 24 hours prior to inspection.
- All construction activity in which a building permit is required is subject to inspection. The inspection record card and approved plans are to be on site at all times during construction.
- No work shall be done on any part of the building beyond the required inspections on the inspection record card without signed approval indicated.

1. **Footing Inspection:** Before concrete is placed. Forms/reinforcement in place.
2. **Cast in Place Foundation Inspection:** Before concrete is placed.
3. **Foundation Inspection:** Before backfilling; verify drainage system, insulation, waterproofing and backfill material.
4. **Plumbing Inspection:** Air test, visual and final manometer.
5. **Radon System Inspection.**
6. **Framing Inspection:** After rough-ins are completed.
7. **Insulation Inspection:** Vapor retarder, insulation and sealing.
8. **HVAC Inspection.**
9. **Drywall Inspection:** Fire rated assemblies.
10. **New Homes Blower Door Test.**
11. **Fire Suppression Inspection.** If applicable.
12. **Final Inspection.**
13. **Issue Certificate of Occupancy.**

AN EQUAL OPPORTUNITY EMPLOYER

SELECTING A CONTRACTOR

THE process of selecting a contractor to build, repair or remodel your home can be confusing. The following are several precautions to consumers who are considering hiring a contractor.

FIRST, try to do business with an established and licensed contractor. A vagabond contractor's price may be right, but he may be difficult or impossible to locate if you are not satisfied, or if the workmanship is poor. Whichever contractor you choose, check with your local building inspector, consumer protection agency or Chamber of Commerce.

SECOND, get more than one estimate for the job. Remember that the quality of materials may vary with certain jobs, and the estimate and value of the completed job will differ accordingly. Make sure that you understand why the contractor has selected a particular kind of material. Ask the contractor for locations of jobs he has completed. Drive past, and if possible, talk with those clients to see if they are satisfied.

THIRD, check the contract carefully before you sign. These items should be included: 1) a full description of the job to be completed, 2) itemization of materials by type, and quality (make sure you understand differing qualities, check with suppliers), 3) scheduling details, the job should have dates on which to begin and end, or it could be left unfinished for weeks or months, 4) warranty information on the materials and the job, and 5) the total price and payment schedule, with arrangements for partial payment after the job has been partially completed. It is also advisable to include sections regarding: 1) cleanup after jobs – especially excavation jobs, 2) allowances for changing of plans while the job is in progress, and 3) conformity to applicable building standards.

FOURTH, inspect the job while it is in progress and as soon after completion as possible. If there are any problems, they should be aired and handled with a minimum of delay.

FIFTH, be aware of the ramifications of mechanics liens. Essentially, they insure that a contractor will be paid for his labor and/or materials by using your home as a type of collateral.

SIXTH, request insurance certificate for adequate limits of liability. Consult your insurance agent, as some form of builders risk or installation floater may be advised.

SEVENTH, take your time, and read everything carefully. The time to ask questions is before you sign.

FINALLY, if you have problems with a contractor that cannot be resolved, contact your local Attorney General's Office, Consumer Division, at 1-800-657-3787 (Voice/TDD). You can also contact the State of Minnesota Commerce Department at 1-800-657-3602.

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Address/Legal Description/Parcel #:

Proposed Construction:

Signature: _____ Date: _____

