

# NEW RESIDENTIAL CONSTRUCTION REQUIREMENTS



## BUILDING DEPARTMENT

160 LAKE STREET NORTH  
BIG LAKE MN 55309

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## CHECKLIST:

- General Building Permit Application – Make sure it is signed and has valuation
- Completed Sub-Contractor List
- New Construction Energy Code Compliance Certificate
- Certificate of Survey – **11” X 17” ONLY** (See requirements page attached)
- Two (2) Sets of Building Plans – **24” X 36”**
  - Structure’s Calculated Heat Loss and Gain
  - Foundation and Floor Blocking Detail
  - Exterior Foundation Insulation and Flashing Detail
  - Radon Detail
  - Septic Design (if septic system is required)



## Survey Requirements for New Construction Homes in Big Lake

Building permit applications for new construction homes must include a certificate of survey. The certificate of survey shall provide the following information and be attested to by a Licensed Land Surveyor, duly qualified, as required by Minnesota Statutes, Section 326.02, as amended:

1. Submittal shall be an 11" x 17" drawing with acceptable scale.
2. Legal description. Add address if known.
3. Dimensions of the lot and north arrow.
4. Date of preparation and revision dates (if applicable).
5. Dimensions of front, rear, and side yards.
6. Locations of all existing and proposed structures on the lot.
7. Required setbacks.
8. Proposed grading, drainage, and building pad elevations which are consistent with the approved final plat grading and drainage plan. Show it drains away from side and rear of structure at five percent (5%) for ten feet (10') as required by Building Code.
9. Total existing and proposed impervious surface coverage (including all buildings and hard surfaces such as driveways, etc.).
10. Location of stakes established by the surveyor along each side lot line a distance of thirty-five feet (35') and sixty-five feet (65') from the front lot corner. The maintenance of these stakes, once established by the surveyor, shall be the responsibility of the building permit applicant.
11. Wetlands, lakes, springs, rivers, or other waterways bordering on or running through the subject property.
12. Location of all easements of record.
13. Grade elevations (such elevations may be based on assumed data but shall be tied by the surveyor to a specified benchmark for which the elevation has been obtained from the City Administrator or other City official in possession of such information) of the following points:
  - a. Each lot corner (existing or proposed).
  - b. Crown of street at each lot line extended.
  - c. Proposed driveway elevation located at the curb and at the midpoint of the driveway adjacent to the garage slab.
  - d. Proposed elevation of garage slab.

- e. Proposed low floor elevation and lowest opening. Basement floor can be no closer than two feet (2') to the Ordinary High Water (OHW) elevation and the lowest opening can be no closer than three feet (3') to the OHW elevation. In the absence of OHW elevation, mottled soil or other means shall be utilized to identify the OHW or 100 year flood elevation.
  - f. Ordinary High Water (OHW) mark of waterbodies or 100 year flood elevation (if applicable).
  - g. Delineated wetland edge (if applicable).
  - h. Proposed lawn and driveway elevations at the street side of the building.
14. The proposed disposal or drainage of surface waters (indicate direction of surface water drainage by arrows). Include swales along property lines. Indicate direction of flow with drainage arrows.
15. Location of Sewer and Water Connections.
- a. In the case of private septic systems and wells, location of each shall be shown as approximate and septic system drain field laid out on the plan with proposed elevations.
  - b. If stubs for City water and sewer are available from City records, the location, size and elevations shall be shown on the survey.
  - c. If stubs are not available, survey to determine elevation of inverts to nearest manholes up and down stream of the proposed building and show proposed location.
16. Show location of temporary erosion and sediment control facilities.
- a. Show perimeter silt fence or bio roll/rock log location.
  - b. Show rock construction entrance (curb to property line at minimum).
  - c. Show inlet protection for facilities on the lot or within fifty feet (50') of the lot.

**Definitions:**

**Impervious Surface:** An artificial or natural surface that is highly resistant to infiltration by water. It includes, but is not limited to, surfaces such as compacted sand, clay, or gravel as well as most conventionally surfaced streets, roofs, swimming pools, sidewalks in excess of three (3) feet in width, parking lots, and other similar structures; but not including decks or platforms where one-quarter inch (1/4") gaps are provided between deck boards for water to drain.