



# COMMUNITY DEVELOPMENT DIVISION

## Building Inspections Department

GOVERNMENT CENTER • 200 FOURTH AVENUE WEST • SHAKOPEE, MN 55379-1220  
(952) 496-8475 • Fax (952) 496-8496 • Web <http://www.co.scott.mn.us>

# NOTICE TO BUILDERS

**READ ALL ATTACHMENTS  
PRIOR TO STARTING  
CONSTRUCTION**

**JOB SITE PLAN AND  
PERMIT MUST BE  
POSTED ON JOB SITE**

## HOUSE INSPECTION REQUESTS & PROCEDURES

**TO REQUEST A BUILDING INSPECTION CALL:  
952-496-8475**

- Inspections are conducted on weekdays between the hours of 10:00 a.m. and 3:30 p.m.
- Inspection requests should be called in **at least 24 hours in advance** of the time desired. Inspection requests called in with less time in advance will be scheduled as inspection personnel are available.
- **ALL DOGS AND AGGRESSIVE ANIMALS MUST BE SECURED OR LEASHED DURING THE SCHEDULED INSPECTION!**

The following information must be provided when requesting an inspection:

1. Name of Township or City
2. Date and time of inspection requested
3. Street address for inspection site
4. Name of owner
5. Type of inspection requested
6. Name of contractor
7. Permit number

## **BUILDING INSPECTIONS REQUIRED:**

1. **Footing** - Forms in, excavation completed and reinforcing rods wired in place before concrete is poured.  
**Wood foundation** - before and after pea rock in place or before concrete poured, and also before backfilling.
2. **Foundation wall:** After anchor bolts, damp proofing and exterior drain tile are installed.
3. **Plumbing rough-in:** A 5 psi/15 min. air test is required, before basement floor is poured. (Do not cover any underground plumbing until it passes inspection.)
4. **Fireplace:** Rough-in/throat and final.
5. **Framing:** After all fire-blocking, bracing, chimneys, under-floor ducts,
6. rough plumbing, heating, and electrical are in place.
7. **Mechanical:** (Complete enclosed tag and attach to gas line adjacent to regulator.)  
Underground heating. (Do not cover any underground heating until it passes inspection.)  
Gas line pressure test. Pressurize line, date and record pressure on tag supplied, call for next day inspection for inspector to record 12-hour current pressure test. Record flue gas analysis before final inspection.  
**Insulation:** After plumbing, framing, and electrical inspections have been made and vapor barriers are installed.
8. **Final Plumbing Manometer Test:** Min. 1" water column after all fixtures are set.
9. **Final:** Structure is completed.
10. **Occupancy Permit Issued:** When all work is completed, before house is occupied.

**ELECTRICAL:** Electrical wiring must be approved by the state electrical inspector. Your Building Permit does not include the State Electrical Permit or Electrical Inspection. For permit and inspection requirements, please call between 7:00 – 8:30 a.m.:

For <b>Credit River</b> Township:	Walt Lusian	(952) 934-0229
For <b>New Market/Cedar Lake/Helena</b> Townships:	Randy Edel	(507) 334-3748
For all other townships:	Terry Krominga	(507) 665-3205

**No building or structure shall be occupied until a Certificate of Occupancy is issued.**

If you're building on a county road, you must obtain a Scott County Highway driveway access permit before your building permit can be approved. Please contact (952) 496-8346.

**Construction must begin within 180 days of issuance** of the permit or it becomes void. An extension may be granted by Scott County Building Inspections upon written request.

**TO REQUEST A SEPTIC INSPECTION CALL:  
952-496-8177**

- Inspections are conducted on weekdays between the hours of 9:00 a.m. and 3:30 p.m.
- Inspection requests should be called in at least 24 hours in advance of the time desired. Inspection requests called in with less time in advance will be scheduled as inspection personnel are available.

**SEPTIC INSPECTIONS REQUIRED:**

1. **Site** (before building permit is issued)
2. **Onsite Sewage Treatment System** (Tank and drainfield/mound installed and ready to cover.)

# **ALL JOB SITES MUST HAVE A TEMPORARY ADDRESS AT THE STREET AND A PERMIT CARD POSTED ON THE PREMISES**

Contact Gopher State One Call services prior to installing erosion control fencing:

Local: (651) 454-0002  
Long Distance: 1-800-252-1166  
Office Hours: 7:00 a.m. to 5:00 p.m. Monday - Friday

**~ Gopher State One call requires a 48 hour notice before digging ~**

## **NOTE**

**EROSION CONTROL FENCING OR SOD  
MUST BE INSTALLED TO PREVENT  
EROSION ONTO STREETS,  
SIDEWALKS, ADJOINING  
PROPERTIES AND WETLANDS**

# **BUILDING INSPECTION DEPARTMENT**

## **PLAN REVIEW AND CODE COMPLIANCE CHECKLIST**

### **FOOTING INSPECTIONS**

- Approved job site plans and survey must be on site.
- Survey stakes and property irons must be in place and visible.
- Location and placement of form work must be in accordance to approved plans and survey.
- Loose soil, debris, water, frost and mud must be removed from footing area.
- Fireplace footings must be 12" thick with a 6" minimum projection outside the fireplace wall.
- All vertical reinforcement for foundation walls must be poured or doweled into concrete footings.
- A rock drive must be installed prior to footing inspection.
- Streets must be free of mud and large dirt clumps; and shall remain in this condition throughout construction.

### **FOUNDATION INSPECTIONS**

- Foundation must be damp proofed.
- Straps or anchors shall be spaced according to manufacturers' recommendations.
- Core fills must be provided as per Inspection Department Foundation Reinforcement handout.
- Core fill all masonry walls at concentrated (point) loads.
- Foundation plates or sills shall be bolted to the foundation wall with not less than ½" nominal diameter steel bolts embedded at least 7" into the concrete and spaced not more than six feet apart. There shall be a minimum of two bolts per piece with one bolt located with 12" of each end of piece.

### **DRAINTILE INSPECTIONS**

- Exterior draitile shall be installed for foundation walls with exterior to interior draitile connections (weep pipes).
- Exterior draitile inspections must be made prior to backfill. Said draitile shall be pitched to discharge to sump basket. If water is present in the sump basket during the course of construction, a sump pump will be required and will need to be plumbed to the exterior of the building at the time of final inspection.
- Sump baskets shall be installed so as not to undermine footings.
- Sump pump must be plumbed to city storm sewer in developments where connection is available or discharge to the exterior of the building where not available.

### **CONVENTIONAL FOUNDATION CONSTRUCTION**

- The provisions in this part may be used for the design and construction of conventional foundations serving Group R, Division 3, and Group U, Division 1 occupancies subject to the approval of the Building Official. Other methods may be used provided a satisfactory design is submitted showing compliance with the other provisions of the code.
- Foundation wall reinforcement requirements of the 12" thick hollow unit masonry or 8" thick cast-in-place (CIP) concrete.

- Height of unbalanced backfill – Size of vertical reinforcing bars required when foundation wall is constructed in soil groups I or II:

	<b>Group I Gravel/Sand</b>	<b>Group II Soil Clay</b>
5 feet	No. 4 bars	No. 4 bars
6 feet	No. 4 bars	No. 5 bars
7 feet	No. 4 bars	No. 5 bars
8 feet	No. 5 bars	No. 6 bars

- All reinforcing is to be installed vertically a maximum of 6' oc. Vertical reinforcing bars must be placed 3" clear maximum from the inside non-pressure face of masonry walls and 1-1/2" clear maximum from the inside face of the cast-in-place walls.
- Reinforcing may be omitted in wall sections 10' or less in lengths that are bounded by wall corners or by wall offsets or returns of at least two feet in depth.
- Reinforcing cells of hollow unit masonry must be filled solid with grout having a specified compressive strength at 28 days of 2,000 psi. Reinforcing steel must be ASTM A615 Grade 4.
- Hollow masonry units must be ASTM C-90 Grade N-1 and be installed with Type M or Type S mortar.
- Cast-in-place concrete must have a 28-day minimum strength of 3,000 psi.
- Anchor bolts must be installed to align with vertical reinforcing in addition to the locations and in the manner specified in Uniform Building Code.
- If foundation walls are parallel to floor framing, solid blocking or diagonal bracing must be installed at the anchor bolt location in the first two joist or truss spaces.
- Floor framing must be nailed to the sill plate in accordance with Uniform Building Code Table 23-I-Q. Trusses, or blocking to the sill plate at the anchor bolt locations. The clips must not be less than 18 gauge and be fastened to the plate and adjoining joists, trusses, or blocking with at least three 1-1/2" by 8d nails in each leg of the clip.
- Foundation walls must not exceed a height of 8-1/2', as measured from the basement floor. Height of unbalanced fill must also be measured from the basement floor.
- Prior to backfilling, foundation walls must be laterally supported by floor construction at both top and bottom or by adequate temporary bracing.
- A foundation drainage system must be installed, consisting of a foundation drain complying with Uniform Building Code Appendix 1824.3 and 1824.4.
- Foundations must also comply with the applicable construction provisions of Uniform Building Code Chapters 19 and 21.

### **FRAMING INSPECTIONS**

- Prior to frame inspection, roofs must be shingled and all doors and windows must be installed.
- Post address at site during construction.
- Provide a trash container and/or containment area on site.
- Building, heating and plumbing permit card must be posted on site.
- Approved plan must be available on site.
- Rough-in electrical and plumbing work must be completed, inspected and approved before framing inspection. (Rough-in mechanical will be done at the same time as the framing inspection.)

- Exterior fiberboard sheathing must be properly nailed (3" oc at exterior edges and 6" oc at intermediate supports). Other sheathing materials as per
- manufacturers' specifications.
- All plate material in contact with concrete or masonry shall be of natural
- resistance to decay or treated wood.
- Joist shall be anchored to foundation sill at each foundation strap or anchor bolt location. This connection shall be made with an approved metal angle clip, such as Simpson A-34 bracket or equivalent. In the case of laminated bottom and top cord I-joist, this connection shall be made with a 2x6-joist hanger nailed to the sill plate with the heel of the hanger toward the rim. No nails shall be placed into the I-joist, unless approved by the manufacturer.
- Wood members used in the structural support of balconies and porches must be approved wood of natural resistance to decay or approved treated wood. These members include posts of columns, beams, joists and decking.
- Holes bored in studs may not exceed 40% of the stud width. Notches in the top or bottom of joists may not exceed 1/6 the depth of the joist. Notches in joists may not be located in the middle third of the span. Holes may not be located within 2" of the top or bottom of the joist and may not exceed 1/3 the depth of the joist.
- Ends of joists must have 1-1/2" of bearing on wood and 3" on masonry.
- Ends of joists shall be solid block over bearing walls or nailed to header, band or rim joist.
- Top and sole plates, notched or cut, must be sheathed or fastened with a metal tie across each side of the opening.
- Provide three 2x4's or two 2x6's minimum in all walls below ends of beams, headers and girders supporting loads and spanning 6'-0" and greater unless otherwise required by engineered specifications.
- Solid block rims and between joist below all concentrated loads. Block entire plate or beam width below.
- Block in between studs on unfinished center bearing walls.
- Plywood subfloor must be properly nailed (6" oc at edges and 10" in field).
- Stairways must be constructed having not more than 8" maximum rise and a 9" minimum run.
- Stairways must have a headroom clearance of not less than 6'8".
- Stair and landing widths should not be less than 36" wide.
- Fire stopping must be installed at all interconnections between concealed vertical and horizontal spaces such as soffit and drip ceilings.
- Engineered, pre-manufactured roof trusses shall not be cut or notched. Truss plans must be on site. The structural engineer must sign girder truss plans.
- Hand-framed valley members shall be crippled to roof trusses at no greater than 4' intervals.
- Attic access opening must be provided not less than 22"x30" with a minimum clear height of not less than 30".
- Attic ventilation must be installed not less than 1/300 of the area of space ventilated on roofs having soffit ventilation provided.
- Approved roof covering materials must be installed.
- Provide 1" air space or 15-pound felt between brick and sheathing materials.
- Provide metal flashing between concrete and all building materials (i.e., stoops, stairs and floors).

## **INSULATION INSPECTIONS**

- Framing corrections must be completed, if any.
- Vapor barriers must be a minimum of 4 mils, with joints overlapped.
- Vapor barriers in unfinished areas shall be flame retardant.
- Install firestop around all pipes, wires, and flues, at floor and ceiling.
- Foam plastic insulation must be covered with ½" gypsum or equivalent material.
- Foundation must have a minimum of R-10 insulation applied over the entire wall. Above grade insulation must be protected.
- Air infiltration barrier shall be installed when heel height of trusses is 7-1/2" and greater.

## **FIREPLACE INSPECTIONS**

- Manufacturers' installation manual must be attached to each factory built fireplace.
- Masonry chimney passageways having two or more flues must be separated by masonry not less than 4" thick, bounded into the masonry wall of the chimney.
- Combustible materials must be not placed within 2" of the fireplace, smoke chamber or chimney walls on interior masonry installations.
- Combustible material placed within 12" of the fireplace opening must not project more than 1/8" for each 1" clearance from such opening.
- Combustible wood forms must be removed from non-combustible hearth slabs.
- Fireplace openings less than six square feet must have hearth extensions a minimum of 16" in front of and at least 8" beyond each side of the fireplace opening.
- Fireplace openings greater than six square feet must have hearth extensions a minimum of 20" in front of and at least 12" beyond each side of the fireplace opening.
- Fireplace flue chases shall be firestopped with ¾" OSB or plywood minimum at each floor ceiling assembly or every 10'-0" vertically.

## **FINAL INSPECTIONS**

- Plumbing and electrical final inspections must be approved. (Mechanical final will be at the time of the building final.)
- Address number must be visible from the street.
- No occupancy or use of residence (moving in furniture or personal property in the house or garage) until the Certificate of Occupancy has been issued.
- Keep final grade at least 6" from siding.
- Silt fence must be installed and maintained until sod has been installed.
- Exterior openings, exposed to the weather shall be flashed. All exterior openings, joints, penetrations shall be caulked, gasketed or sealed.
- One-hour garage separation is required. 5/8", Type X gypsum board on common walls from floor to roof. Protection shall extend into soffit area.
- Self-closing, tight-fitting solid wood door or labeled 20 minute fire doors required between house and garage. Approved closer or spring hinges required.
- Safety glazing must be installed in all hazardous locations as required by MSBC.
- Handrails must be continuous and shall extend from the nosing of the lowest tread to the nosing of the uppermost tread. Ends of handrail shall be returned. Locate handrail 34" to 38" above finished tread nosing.
- A guardrail shall protect balconies, porches, ramps or landings more than 30" above grade. Guardrails shall not be less than 36" in height with openings less than 4".
- Enclosed usable spaces under stairs shall be protected by 5/8" Type X gypsum board on walls and under stair jacks.

- Sumps must be provided with covers constructed of steel, plastic or treated plywood which will support a live load of 40 pounds per square foot and fastened or secured so as to prevent entry by children.
- All sleeping rooms shall be provided with an escape window or exterior door meeting all of the following requirements: 44" maximum sill height above floor, minimum net clear opening of 5.7 square feet in area, a minimum of 24" in height and 20" in width.
- Smoke detectors shall be centrally located in each corridor giving access to sleeping rooms. For upper level sleeping rooms, it shall be placed at ceiling center directly above the stairway. A smoke detector shall also be installed on each floor and in basements. Each sleeping room must also be provided with a smoke detector.
- 36"x36" landings must be provided at all exterior stairs and doors.
- Final grade inspection shall be completed prior to sod being installed.
- Other items may apply.