



CITY OF GREENFIELD

New Home Construction Permit Submittal Requirements

Incomplete applications **will not** be forwarded to Metro West for plan review.
THIS CHECKLIST MUST ACCOMPANY THE NEW HOME PERMIT APPLICATION.

_____ One (1) completed Building Permit application form (This includes mechanical, Fireplaces and plumbing.)

_____ Two (2) sets of the proposed building plans showing design, floor plans, elevations, cross sections, materials, and scale. (**And one electronic copy emailed to: mwebb@ci.greenfield.mn.us**)

_____ Two (2) copies of a Certificate of Survey indicating lot dimensions and the location and setbacks of buildings, driveways, septic systems, wells, etc. (**And one electronic copy required**)

_____ A Certification of Grading and Placement of Property Corner Monuments form must be submitted by the framing inspection to mwebb@ci.greenfield.mn.us. (Form is attached). A certificate of occupancy will NOT be issued if not received.

_____ Combustion makeup air worksheet (Attached)

_____ Energy Code Compliance Certificate (Attached)

_____ One (1) copy of soil test report and septic design

_____ Septic permit to be filled out and submitted to Hennepin County Department of Public Health.

(*Please note: The permit application will be reviewed but will not be issued until a septic permit is approved by the County.)

_____ Electrical permit to be filled out and submitted to the Department of Labor and Industry.

_____ Driveway permits are required for access to all public roads (*new driveways only*)

- Application must be made to Hennepin County to access a County road
- Application must be made to the City of Greenfield for access to a City road. There is a \$100 driveway permit fee and a \$2,000 escrow).

_____ Grading and Fill permit (if applicable)

*Sediment and erosion control must be in place prior to any site work regardless of if a permit is needed!

Application Procedure for Septic Permit

It is the responsibility of the homeowner or builder to submit a completed Septic Application, *a copy of the septic design, *copy of the lot survey and septic permit fees to the Hennepin County Human Services and Public Health Department before commencing any activity for a sewage treatment system. Once the City has been notified of your approval the City can begin processing your building permit. You should allow approx. 12 - 14 days for the completion of the application process.

** It is the duty of the applicant to notify the Health Authority of the date/time the inspection is needed at least 24 hours before requested. For more information regarding septic issues.

Application Procedure for Electric Permit

It is the responsibility of the homeowner or builder to submit a completed Electric Application to the Department of Labor and Industry. ** It is the duty of the applicant to notify the Electrical Inspector of the date/time the inspection is needed at least 24 hours before requested. For more information regarding electric issues, please contact Paul Hipsag 763-241-2102.

Application Procedure for Driveway Permit

It is the responsibility of the homeowner or builder to submit a completed driveway permit to the City of Greenfield. All driveways are to be in compliance with Zoning Code Chapter 152.135. After driveway has been staked out, please contact Kris Menth at 763-477-6464 to schedule a driveway pre-inspection.

At that time, it will be determined what size culvert is needed. DO NOT INSTALL A CULVERT UNTIL IT HAS BEEN DETERMINED WHAT SIZE CULVERT IS NEEDED!. Prior to calling Metro West for your Certificate of Occupancy, you MUST Contact Kris Menth again for a final driveway permit.

Lighting Ordinance

The City of Greenfield has a "Dark Sky" compliant lighting ordinance. All new construction must adhere to Chapter 152.200 of the Zoning Code on lighting. Any questions, please contact our Zoning Administrator at 763-477-6464.

Mail Boxes

Mailboxes. (a) Curbside mailboxes in new subdivisions shall be clustered in fours/sixes at the base of a cul-de-sac along the left-hand side of the street (instead of along the right-hand side of the street as one enters the cul-de-sac) in order to provide for ease of snowplowing and for efficient mail delivery. These locations shall be indicated on the preliminary plat application with approval by the local postmaster. (b) Mailboxes shall be the breakaway model.

This handout is intended only as a guide and is based in part on the 2015 Minnesota State Building Code, Greenfield City ordinances, and good building practice. While every attempt has been made to ensure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner and/or contractor. For specific questions regarding code requirements, refer to the applicable codes or contact Metro West at 763-479-1720.

COMBUSTION AIR/MAKE-UP AIR WORKSHEET

Date: _____

Name: _____ Site Address: _____

Total floor Area (including basement): _____

Size of Room with Combustion Equipment: _____

Average Ceiling Height _____ Number of Bedrooms _____

***Check all that apply**

Year Home was Constructed

Pre-1994	1994-2003	2004 and After	New – YB _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Combustion Equipment (Existing & New)

	Atmospheric Vent	Fan Assist/ Power Vent	Direct Vent	Electric
Water Heater Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/Boiler Input: _____ BTU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fireplace

Gas Direct Vent	Gas Log Insert	Wood Burning Solid Fuel	Factory Wood Burning Solid Fuel Closed Combustion Air
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ventilation System/Per Energy Code, Not Mechanical Code

Exhaust Only	Balanced (HRV/ERV)	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fan 1 CFM: _____		
Fan 2 CFM: _____		

Exhaust Systems

	Yes	CFM: _	No	CFM: _
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Central Vacuum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bath Fan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



City of Greenfield
7738 Commerce Drive
Greenfield, MN 55373 (763) 477-6464

Lot Survey Requirements

Building permit applications must be accompanied by a certificate of survey prepared by a registered land surveyor. The following requirements must be shown on survey to be deemed complete.

1. North arrow and scale of drawing (all copies submitted must be drawn to scale)
2. Legal description and property of address
3. Show all property lines and easements
4. Existing and proposed structures
5. Location of primary septic system and alternate site
6. Proposed and or existing Wells
7. Wetlands and floodplains
8. Setback dimensions to all existing and proposed structures, including septic sites. Must show front, rear and both side yard setbacks
9. All outside dimensions of buildings include building height
10. Permanent monument irons shall be placed in each lot corner
11. Location and dimension of proposed driveway (a separate driveway permit is required)
12. Benchmark elevation and description location
13. Proposed direction of surface water drainage indicated by arrows and elevations
14. Normal water level (NWL) and high-water level (HWL) or Ordinary High Water elevation and contour for all lots abutting a body of water
15. Grade elevations
 - A. Existing and proposed at each corner
 - B. Elevations to assumed 100 feet of the centerline of the nearest street at points where the side line of proposed buildings extended intersect the street
 - C. Existing elevation of side lot lines, at extension of proposed front and rear building lines (a minimum 2% grade along all lot lines is required)
 - D. Proposed elevations to assumed 100 feet of the top of foundation and the lowest floor
 - E. Proposed slope or grad of ground for a distance of not less than 25 feet in front of and in back of foundation
 - F. Proposed elevations to assumed 100 feet of grade at all lot corners
 - G. Two copies to scale along with one copy no larger than 11 x 17 to scale.

Exemptions: Administrative exemptions from the survey requirements as stipulated below may be applied for and obtained under the following circumstances

- (a) For a building permit to allow new construction or additions on a parcel if the subject parcel is 10 acres or greater in size
- (b) If the construction of proposed additions or an accessory building are to be located at least 1 ½ times the required setbacks to property lines, easements and wetlands

Granting exemptions. The survey exemption for building permits may be granted by the Building Inspector or City Administrator-Clerk. The survey exemption for administrative conditional use permits and zoning applications that do not involve construction or land alteration may be granted by the City Administrator-Clerk. Exemptions may be granted when all requirements are met.



As-Built Survey Checklist – Residential

A Certification of Grading and Placement of Property Corner Monuments form must be submitted by the framing inspection to mwebb@ci.greenfield.mn.us with the following information.

1. As-built elevations @ Top of Foundation.
2. As-built elevations of Garage Floor at Overhead Door Apron.
3. As-built grade elevations of lot corners.
4. As-built grade elevations of building corners.
5. As-built elevations on the side yard swales at the extension of building corners and high points and top of street curb.
6. Proposed and As-built elevations of lowest floor of walkouts or lookouts.
7. Existing Grade and Top of Foundation for any Buildings within 25 feet of the property line.
8. Dimension from building to property lines.
9. Locations and elevations of ponds or wetlands.
10. Identify all wetland delineations.
11. Locations of all wetland demarcation/signage.
12. HWL or OHWL contour of any pond wetland drainage ditch or water course.
13. Elevations and locations of drainage ways.
14. Sign certification of surveyor.
15. Indicate decks, porches, cantilevers and bay windows.
16. Locations of any retaining walls and elevations of the top and bottom of the wall along its length.
17. Verification that all property corners are in place at time of survey.

Per R401.3 Certificate. A building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Post



Mailing Address of the Dwelling or Dwelling Unit	City
Name of Residential Contractor	MN License Number

THERMAL ENVELOPE										RADON CONTROL SYSTEM	
Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply								Passive (No Fan)	
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate	Active (With fan and monometer or other system monitoring device)	
Below Entire Slab										Location (or future location) of Fan:	
Foundation Wall										Other Please Describe Here	
Perimeter of Slab on Grade											
Rim Joist (1st Floor)											
Rim Joist (2nd Floor+)											
Wall											
Ceiling, flat											
Ceiling, vaulted											
Bay Windows or cantilevered areas											
Floors over unconditioned area											
Describe other insulated areas											

Building envelope air tightness:		Duct system air tightness:	
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Windows & Doors		Heating or Cooling Ducts Outside Conditioned Spaces	
Average U-Factor (excludes skylights and one door) U:		Not applicable, all ducts located in conditioned space	
Solar Heat Gain Coefficient (SHGC):		R-value	

MECHANICAL SYSTEMS						Make-up Air <i>Select a Type</i>	
Appliances	Heating System		Domestic Water Heater		Cooling System		
Fuel Type						Not required per mech. code	
Manufacturer						Passive	
Model						Powered	
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:	Interlocked with exhaust device. Describe:	
Efficiency	AFUE or HSPF%				SEER /EER	Other, describe:	
Residential Load Calculation	Heating Loss		Heating Gain		Cooling Load		Location of duct or system:
							Cfm's
MECHANICAL VENTILATION SYSTEM						" round duct OR	
						" metal duct	

Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):						Combustion Air <i>Select a Type</i>	
Select Type						Not required per mech. code	
	Heat Recover Ventilator (HRV) Capacity in cfm's:	Low:		High:		Passive	
	Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:		High:		Other, describe:	
	Balanced Ventilation capacity in cfm's:					Location of duct or system:	
Location of fan(s), describe:						Cfm's	
Capacity continuous ventilation rate in cfm's:						" round duct OR	
Total ventilation (intermittent + continuous) rate in cfm's:						" metal duct	