

City of Cottage Grove

New Home Submittal Requirements

Please submit the permit application with following detailed project information attached. All permit submittals must be in a PDF format.

New Homes...

- One full set of construction documents that are site specific, in a black and white PDF format and must be to scale. Construction documents must include the following: elevations, foundation plan, floor plans, detailed wall sections, plan specific details, header and beam specifications with structural calculations.
- Floor and roof system layout with specifications that are site specific. If floor trusses, include floor truss layout and truss profiles. If roof trusses, include roof truss layout and truss profiles. Truss plans must be submitted to building@cottagegrovemn.gov with the address and permit number as soon as possible after the permit is approved and prior to the framing inspection.
- Wall bracing plan in a black and white PDF format, must be to scale. Wall bracing plan to include the following: braced wall plan, braced wall lines, braced wall panels with structural calculations. Wall bracing must be compliant with R602.10 requirements from the 2020 Minnesota Residential Code
- Square foot calculations. Square foot calculations to include the following: Unfinished basement, finish basement (if applicable), main floor, 2nd floor (if applicable), 3rd floor (if applicable), garage, front stoop, screened porch (if applicable), deck (if applicable), patios (if applicable), brick or stone (if applicable)
- Certificate of Survey with Legal Description and proposed grading elevations in a PDF format, must be to scale.
- Energy code compliance certificate in a PDF format
- HVAC calculations submittal PDF format
- Detail the process of sealing the HVAC ductwork. Example: tape, mastic, Aeroseal
- Any ductwork outside the building envelope will require a leak test. Example: ductwork in attic space, or ductwork in floor system above the garage with less than a R19 insulation between the bottom of the ductwork and unconditioned space
- Provide, on a separate permit sheet, the name, address, email, and phone number of sub-contractors for mechanical, plumbing, sewer/water, and grading work
- Mechanical Permit Application completed and signed
- Plumbing Permit Application completed and signed
- If not on City Sewer, provide copies of septic design with percolation tests and soil boring data. Obtain septic and well permits from Washington County Public Health Department, 14900 61st Street North, Stillwater, MN 55082. Phone 651-430-6655

**Separate permits are required for electrical work.
All contractors must possess a current state or local license.**

Fees...

- Permit fees are calculated according to the City of Cottage Grove fee schedule and pertinent local ordinances.
- Fees are payable to the City of Cottage Grove upon issuance of permit.

...Processing time constraints may apply to your project... No construction is allowed until permit has been issued **Questions? Please Call 651-458-2804**