



Building Department City of Wayzata

600 Rice Street
Wayzata, MN 55391
Phone: 952-404-5300
www.wayzata.org

Plan Review Checklist for One & Two Family Dwellings

The following is a partial list of plan review information needed for a residential building permit:

Permit Application:

- Two complete sets of all drawings completely and accurately dimensioned
- Permit application
- Special construction details including engineering, and soils reports
- Energy code compliance forms
- Survey with impervious surface calculations
- Tree inventory that identifies types, sizes and proposed removal
- HVAC information with load calculations and make up air details

Basement Foundation Plan – ¼ inch scale minimum:

- Footing size, type and reinforcing
- Foundations size and type
- Anchor bolt size and locations
- Floor system size and spacing
- Floor sheathing type and thickness
- Bridging and blocking
- Columns and posts size and spacing
- Plates and sill size and type
- Joists to sill connection,
- Crawlspace access, size and location
- Window-light, ventilation
- Windows egress, height above finished floor, size
- Window wells egress
- Smoke detector location
- Headers and beams size, type and location

Floor Plans - ¼ inch scale minimum:

- Attic access
- Bathroom ventilation
- Braced wall lines
- Window schedule
- Door and window locations
- Egress window locations
- Location of fireplaces
- Fire blocks and draft stops
- Headers and beams size, location and type
- Cantilever and method of construction
- Floor system size and spacing
- Floor sheathing type and thickness
- Bridging and blocking
- Type and size of studs and plates
- Guardrail location, design
- Handrails location
- Natural light and ventilation
- Separation between garage/dwelling
- Garage floor surface

- Room sizes
- Smoke detector location
- Stairway design, headroom, rise and run
- Under stair protection
- Landings
- Safety glazing locations
- Furnace and mechanical ventilation systems

Exterior Elevations - ¼ or 1/8 inch scale:

- Top of foundation in relationship to grade
- Grading and drainage
- Location of house numbers
- Window and door locations
- Location of exhaust, chimneys and fresh air intakes
- Exterior stairs
- Guardrail location, height and design
- Decks and patios
- Stairway illumination
- Skylights
- Attic ventilation
- Roof pitch and drainage
- Exterior covering and weather protection

Cross Sectional Drawings – ¼ inch scale minimum:

- Footing size and type, depth below grade
- Foundations size, type, height and reinforcing
- Anchoring of joists to sill
- Brick ledge and stepped wall location
- Foundation dampproofing /waterproofing type
- Foundation drainage system
- Foundation insulation type and thickness
- Basement or crawl space ceiling height
- Size of bottom wall plate and material
- Size of top wall plates
- Size and spacing of wall studs
- Size and type of wall sheathing
- Type and thickness of wall insulation
- Type and thickness of vapor retarder
- Type of weather resistive sheathing paper
- Type of exterior wall covering
- Type of interior wall finish
- Type and thickness of ceiling insulation
- Type and thickness of ceiling vapor retarder
- Type and thickness of ceiling finish
- Wind wash barrier at trusses
- Roof truss tie down
- Roof framing
- Roof sheathing
- Roof underlayment and eave protection
- Type of roofing
- Roof ventilation requirements