CITY OF ST. PAUL PARK
NEW HOME SUBMITTAL REQUIREMENTS

Submit the following forms and project information to: City of St. Paul Park
600 Portland Avenue
St. Paul Park MN 55071
651-459-9785

- Permits:
  - Building
  - Mechanical
  - Plumbing
  - Water
  - Sewer (if street cut is needed, a $5,000 bond good for two years is required)
  - Driveway (if a curb cut is needed, a $1,000 bond good for two years is required)
  - Right of Way (if applicable)
- Site plan, floor plans, wall section, elevation and detail prints including header and beam information (one full set AND two small sets)
- Wall bracing calculations showing compliance with R602.10 requirements
- Certificate of Survey with Legal Description and proposed grading elevations
- Energy Code compliance submittals shall include:
  - Insulation materials and their R-values
  - Fenestration U-factors and solar heat gain coefficients
  - Mechanical system design criteria
  - Mechanical and water heating system and equipment types, sizes and efficiencies
  - Equipment systems controls
  - Fan motor horsepower and controls
  - Duct sealing and location and insulation on ducts and pipes
  - Lighting fixture schedule with wattage and control narrative
  - Air sealing details
- Energy code compliance worksheet
- Detailed fire sprinkler plans (NFPA 13D compliant) are required for homes over 4,500 square feet
- Provide, the name, address and phone number of subcontractors for mechanical, plumbing, sewer/water, and grading work
- 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 ARE PAYABLE TO THE CITY OF ST. PAUL PARK UPON ISSUANCE OF PERMIT

NO CONSTRUCTION IS ALLOWED UNTIL PERMIT HAS BEEN ISSUED

Questions: 651-458-2804 (Cottage Grove Building Inspections)