



CITY OF
INVER GROVE
HEIGHTS

PERMITS & INSPECTIONS

Required Construction Worksheet

NEW SINGLE-FAMILY HOMES

The City of Inver Grove Heights requires the following construction documents for all new single family home structures.

The applicant must upload the required documents online prior to review. We do not accept paper documents. The review process starts once we receive all the required documents.

Site Address: _____

Contact Person: _____ Contractor: _____

Phone Number: _____ Email: _____

Project Manager Name: _____ Project Manager Phone: _____

Check all that apply: Single Family Single Family w/Finished Basement
Single Family w/Deck Multiple Family City Sewer / Water Septic / Well

**Check if
Submitted**

Construction Documents Required for Plan Review

- 1) Digitally signed building permit application, pdf form.
- 2) Complete set of digital (pdf) plans and specs including:
 - Beam / Header Calculations.
 - Foundation insulation method details.
 - Foundation wall engineering or prescriptive design details.
 - Structural Engineering.
 - Truss Specs.
- 3) Digitally signed Certificate of Survey, pdf form.
- 4) Digitally signed Certificate of Occupancy Agreement, pdf form.
- 5) Digitally signed Erosion Control Requirement, pdf form.
- 6) Energy Code Compliance Worksheet, pdf form.
- 7) New Construction Energy Code Compliance Certificate, pdf form.
- 8) Required Construction Worksheet, *this pdf form*.

Upload construction documents during the portal application process or by logging into the portal and accessing your permit after completing the online application.

IGH Portal link: <https://cv.ighmn.gov/cityviewportal>

For properties requiring a Subsurface Sewage Treatment System (SSTS): SSTS Application and fee, plus: Site Evaluation Report, Design Report, Infield Soils Verification Report, and Management Plan. As-Built required for final inspection.

Inver Grove Heights does not use a building combination permit for projects, your contractors need to pull separate mechanical, plumbing and SSTS permits on the Inver Grove Heights Portal and electrical permits, contractors apply on the State website.

Water Meters are issued and paid for with the building permit and delivered to the site within 24 hours making a request with the Public Works department at 651-450-4309. Meter readers will be placed in the front of the home.



City of Inver Grove Heights
 Inspections Department
 8150 Barbara Avenue
 Inver Grove Heights, MN 55077
 phone: (651) 450-2550
 email: permits@ighmn.gov

PERMITS & INSPECTIONS

PERMIT APPLICATION

SITE ADDRESS _____

OWNERS NAME _____ Address _____ Phone _____

CONTRACTOR _____ Address _____

LICENSE NUMBER _____ Email _____ Phone _____

PROJECT MANAGER _____ Email _____ Phone _____

ARCHITECT / ENGINEER _____ Email _____

CLASS OF WORK NEW w/Finished Basement w/Deck ADDITION ALTERATION/REMODEL RETAINING WALL

DESCRIBE WORK _____

USE OF BUILDING Single Family Single Family Attached Multi Family Business Educational Government

CONSTRUCTION DATA:

Setbacks: Front _____ Right Side _____ Left Side _____ Rear _____

Structure Height: _____

Square Feet: Basement _____ 1st Floor _____ 2nd Floor _____ 3rd Floor _____

Valuation (Including Labor) _____

Garage _____ Porch _____ Deck _____ Other _____

I acknowledge that this application is complete and accurate, that the work will be in conformance with Local and State Codes, and that work will not start until this permit has been reviewed and approved. I understand that answering 'Yes' will be treated in the same manner as a handwritten signature, for the purpose of validity, enforceability, and admissibility. Click the box if you agree Yes

Name of Contractor or Authorized Agent _____ **Date** _____

NOTICE: This is an application only. Permit will be issued after city approval and payment of fees.

OFFICE USE ONLY		Permit Number	
Zoning	_____	FEE TYPE	AMOUNT
Occupancy	_____	Contractor's License	_____
Type of Construction	_____	Building Permit	_____
# Of Stories	_____	Plan Review	_____
Bedroom / Dwelling Units	_____	Surcharge	_____
Max Occupancy Load	_____	Sprinkler / Alarm Permit	_____
Sprinklered	_____	Misc. Permits (Sign, Fence)	_____
Application Accepted By	_____	MCWS SAC Charge	_____
License Number	_____	Sewer Connection Fee	_____
Building Approval	_____	Water Connection Fee	_____
Planning Approval	_____	Water Treatment Fee	_____
Engineering Approval	_____	Meter & Reader Sale	_____
Fire Marshal Approval	_____	Tax on Meter & Reader	_____
Approved to Issue By	_____	B-Line Sewer Connection	_____
Date Approved	_____	Park Dedication Fees	_____
SPECIAL CONDITIONS	_____	Eagan Utility Connections	_____
_____	_____	Other Forms & Fees	_____
_____	_____	TOTAL FEE	_____
_____	_____	Receipt #	Date Paid _____

New Construction Energy Code Compliance Certificate

Per R401.3 Certificate.

A building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Posted



Mailing Address of the Dwelling or Dwelling Unit	City INVER GROVE HEIGHTS
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:	
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
						" round duct OR
						" metal duct

MECHANICAL VENTILATION SYSTEM					Combustion Air <i>Select a Type</i>	
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):						
Select Type						
Heat Recover Ventilator (HRV) Capacity in cfm's:		Low:		High:		Not required per mech. code
Energy Recover Ventilator (ERV) Capacity in cfm's:		Low:		High:		Passive
Balanced Ventilation capacity in cfm's:						Other, describe:
Location of fan(s), describe:						Location of duct or system:
Capacity continuous ventilation rate in cfm's:						Cfm's
Total ventilation (intermittent + continuous) rate in cfm's:						" round duct OR
						" metal duct



Inver Grove Height Inspections Department

Certificate of Occupancy/ Temporary Certificate of Occupancy Agreement

I hereby agree to the following conditions regarding the issuance of a Certificate of Occupancy, or a Temporary Certificate of Occupancy, at _____ in Inver Grove Heights.

Prior to approval of a Certificate of Occupancy by the Chief Building Official, the permit holder shall certify that final Lot grades and floor elevations meet the standards set in the approved grading plan for that subdivision. Such certification shall consist of a Certificate of Compliance and an as-built lot survey to be completed by a licensed engineer or registered surveyor.

Prior to approval of a Temporary Certificate of Occupancy by the Chief Building Official, the permit holder shall certify that floor elevations meet the standards set in the approved grading plan for that subdivision. A Certificate of Compliance for the final lot grades and an as-built survey to be completed by a licensed engineer or registered surveyor is required prior to approval of a Certificate of Occupancy.

If an approved grading plan is not available for the lot, the floor and final grading elevations indicated in the Certificate of Survey, approved by the City Engineering Division at the time of building permit issuance, will be used.

All lots to be occupied after May 15 and before November 15 of each year shall have the final grade completed and the required certification submitted prior to the scheduling of an occupancy inspection.

Lots where the final grading has not been completed between November 15 and May 15 of each year shall satisfy the certification requirements listed above for a Temporary Certificate of Occupancy prior to the scheduling of an occupancy inspection and shall come into compliance with final lot grade requirements by June 15 of each year.

For lots without final grade, a lot grading compliance escrow in the amount of \$2,500.00 per lot for single-family residential and twin home permits, and \$5,000 for town home permits must be paid to the City prior to the issuance of a Temporary Certificate of Occupancy. This escrow may be used by the City to recover any costs incurred in the enforcement of the final lot-grading requirement.

All requests to change, alter, or modify the approved floor or final lot grade elevations shall be approved by the City Engineer before beginning the work. Requests must be made in writing and include plans indicating the revisions requested. Change requests will not be approved in the field by City staff.

Inspections performed by the Inver Grove Heights Inspections Department do not constitute any representation, guarantee, or warranty, either implied or expressed, to any person that the floor and final lot grade elevations are in compliance with the approved plans. It is the sole responsibility of the permit holder to insure that all floor elevations and the final lot grade elevations are in compliance with the plans approved by the City at time of building permit issuance.

Failure to comply with the conditions listed in the Temporary Certificate of Occupancy will render it null and void on the expiration date and may result in the permit holder not being able to obtain a Temporary Certificate of Occupancy in the future at other locations in the City.

The undersigned acknowledges that he/she has read this agreement regarding the conditions under which a Certificate of Occupancy/ Temporary Certificate of Occupancy, will be issued and hereby agree that if these conditions are not satisfied, the Building Official can deny occupancy for the building or structure until such time as these conditions have been met.

I understand that answering 'Yes' will be treated in the same manner as a handwritten signature, for the purpose of validity, enforceability, and admissibility. Click the box if you agree Yes

Name _____ Representing _____ Date _____



PERMITS & INSPECTIONS

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Inspections Department
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phone: (651) 450-2550
email: permits@ighmn.gov

Erosion Control Requirement for Construction

The intent of this requirement is to limit dirt being tracked onto the street and washed into adjacent waterways, storm sewers and property.

Section g--5-8G of the City Code states that for construction sites with disturbed vegetative cover; silt fences, bio-rolls, rock logs, or equivalent control measures shall be placed along all side slopes and down slope sides of a site. The erosion and sediment control features must be maintained until turf is established. Silt fence (or other approved perimeter control) must be installed per city specifications as shown on City Standard Plate No. EC-01.

Section 9-5-8G3a of the City Code states that all disturbed ground left inactive for fourteen (14) or more days shall be stabilized by seeding or sodding (only available prior to September 15) or by mulching or covering or other equivalent control measure.

Section 5-9-4D2 of the City Code states that turf grass lawns or other approved landscaping must be established within one year from the date a building permit is issued for a parcel or lot. If there is a conflict between this and any other legally imposed requirement, the more restrictive shall apply.

Erosion control must be installed, and a pre-permit inspection must be completed prior to a building permit being issued or any construction occurring on the site. The perimeter erosion control and rock construction entrance shall be properly installed. All contractors/subcontractors are required to use the rock construction entrance for access instead of driving over the curb.

All erosion control measures shall be continuously maintained by the permit holder/property owner until such time that turf is established on the yard. If sedimentation or tracking occurs on the street or adjacent property, the permit holder is required to remove it within 48 hours. The permit holder/property owner shall remove silt fence (or other approved perimeter control) after turf is established.

Failure to obtain an inspection, lack of perimeter erosion control maintenance, failure to stabilize inactive disturbed ground, or failure to remove tracked or washed sediment for the street or adjacent property will result in a stop work order.

I have read and understand the erosion control requirements for building construction, have seen City Standard Plate No. EC-01, EC-02, EC-03, EC-04, and EC-07, and will comply with these requirements. I acknowledge that this application is complete and accurate, that the work will be in conformance with Local and State Codes, and that work will not start until this permit has been reviewed and approved. I understand that answering 'Yes' will be treated in the same manner as a handwritten signature, for the purpose of validity, enforceability, and admissibility. Click the box if you agree Yes

_____ DATE NOTICE: _____
NAME OF CONTRACTOR OR AUTHORIZED AGENT

Property Address: _____ Phone: _____

Print Name _____ Email: _____