



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: planning@greenfieldmn.gov**)
- _____ 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 planning@greenfieldmn.gov (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 _____

☐☐☐☐

Combustion Equipment (Existing & New)

Atmospheric
Vent

Fan Assist/
Power Vent

Direct
Vent

Electric

Water Heater Input: _____ BTU

☐☐☐☐

Furnace/Boiler Input: _____ BTU

☐☐☐☐

Furnace/Boiler Input: _____ BTU

☐☐☐☐

Other _____

☐☐☐☐

Fireplace

Gas
Direct
Vent

Gas
Log
Insert

Wood Burning
Solid
Fuel

Factory Wood Burning
Solid Fuel Closed
Combustion Air

☐☐☐☐

Ventilation System/Per Energy Code, Not Mechanical Code

Exhaust Only

Balanced (HRV/ERV)

None

☐

Fan 1 CFM: _____

Fan 2 CFM: _____

☐☐

Exhaust Systems

Yes

No

Kitchen

☐

CFM: _

☐

CFM: _

Central Vacuum

☐

CFM: _

☐

CFM: _

Bath Fan

☐

CFM: _

☐

CFM: _

Other

☐

CFM: _____

☐

CFM: _____



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 planning@greenfieldmn.gov 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

Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply							
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate
Below Entire Slab									
Foundation Wall									
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									

RADON CONTROL SYSTEM

Passive (No Fan)
Active (With fan and monometer or other system monitoring device)
Location (or future location) of Fan:
Other Please Describe Here

Building envelope air tightness:

Duct system air tightness:

Windows & Doors

Average U-Factor (excludes skylights and one door) U:

Solar Heat Gain Coefficient (SHGC):

Heating or Cooling Ducts Outside Conditioned Spaces

Not applicable, all ducts located in conditioned space

R-value

MECHANICAL SYSTEMS

Appliances	Heating System		Domestic Water Heater		Cooling System	
Fuel Type						
Manufacturer						
Model						
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:	
Efficiency	AFUE or HSPF%				SEER /EER	
Residential Load Calculation	Heating Loss		Heating Gain		Cooling Load	

Make-up Air Select a Type

Not required per mech. code
Passive
Powered
Interlocked with exhaust device. Describe:
Other, describe:
Location of duct or system:
Cfm's
" round duct OR
" metal duct

MECHANICAL VENTILATION SYSTEM

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:	
Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:		High:	
Balanced Ventilation capacity in cfm's:				
Location of fan(s), describe:				
Capacity continuous ventilation rate in cfm's:				
Total ventilation (intermittent + continuous) rate in cfm's:				

Combustion Air Select a Type

Not required per mech. code
Passive
Other, describe:
Location of duct or system:
Cfm's
" round duct OR
" metal duct