



NEW HOME CONSTRUCTION

Building permit requirements for all new single family, attached single family (townhome) and multi-family new home construction served by city sewer and water services. Separate permits for plumbing and mechanical (HVAC) system modifications or rough-in systems are not required.

APPLICATION SUBMITTAL REQUIREMENTS

Construction Plans, illustrating:

- Foundation plans
- Floor plans
- Building elevations
- Cross sections drawn to scale
- Headers and beam sizes

Load Calcs & ECC

- Heat Loss, Ventilation, Combustion and Make-up Air Calculation Worksheet
- Energy Code Compliance Certificate

Site Plan / Certificate of Survey

Drawn to scale and indicating:

- Size and location of all existing structures
- Size and location of proposed building
- Setbacks from all property lines of proposed and existing structures, including wetlands, flood plain, driveway, etc.

Electrical Permit

- Electrical permits are issued by the State of Minnesota. Submit application to the Department of Labor and Industry at www.dli.mn.gov. Electrical inspections are performed by the State Electrical Inspector.

Submit Permit

- Submit application for permit online at www.corcoranmn.gov > **Building Permits**

Requirements for size, height, setback and architectural standards can be found in the City Zoning Ordinance, *Title X, Sec. 1030.020* or by contacting the Planning & Zoning.

For specific questions regarding building code requirements, refer to the applicable codes or contact the city's contracted Building Official, **Metro West Inspection Services at 763-479-1720** or email permits@corcoranmn.gov.

REQUIRED INSPECTIONS

Approved construction plans **must** be on site for all inspections.

- **Footing:** After formwork is set and any required reinforcement is in place but before concrete is poured.
- **Framing:** After framing is done and required rough-in inspections approved.
- **Final:** After plumbing, mechanical and electrical final inspections approved.

To schedule building inspections contact **Metro West Inspection Services at 763-479-1720**.

ESCROW PROCESS

- CO & As-built Review
- Final Escrow Release Inspection
- *See *New Home Construction Escrow Policy*

To submit as-built survey for review and schedule escrow release inspection visit www.corcoranmn.gov >

Construction Services and Inspections > Escrow Process New Home Construction.

This handout is intended as a guide and is based in part on the Minnesota State Building Code, City Ordinances, and established building practices. No guarantees are given regarding its completeness or correctness. The permit holder is responsible for ensuring compliance with all relevant codes and ordinances. Additional permit handouts are available online at www.corcoranmn.gov/public_services/construction_services_inspections.

CONSTRUCTION SERVICES AND INSPECTIONS

www.corcoranmn.gov | Email: permits@corcoranmn.gov

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: _____

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

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
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 manometer or other system monitoring device)
Location (or future location) of Fan:
Other Please Describe Here

Building envelope air tightness (ACH):	Duct system air tightness (cfm/100 sf):
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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
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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

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Date Certificate Posted

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									
Building envelope air tightness:	Duct system air tightness:								

RADON CONTROL SYSTEM

Passive (No Fan)
Active (With fan and monometer or other system monitoring device)

Other Please Describe

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	Make-up Air Select a Type
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.
Efficiency	AFUE or		SE ER	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

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



NEW HOME CONSTRUCTION ESCROW POLICY

In accordance with City Ordinance *40.08 New Home Construction Escrow*, all residential new construction shall require a financial security via a cash escrow deposit, at permit issuance. If all site work requirements are not completed prior to issuance of the Certificate of Occupancy (C.O.), additional escrow will be required and must be posted prior to release.

Initial and additional escrow shall be calculated based on the adopted fee schedule. The applicant shall complete the as-built submittal, final grade inspection, and final escrow inspection prior to C.O. or notify the City of any outstanding items and post additional escrow prior to final building inspection. The escrow requirement items are the responsibility of the applicant.

A minimum of two inspections will occur: Final Grade Inspection and Final Escrow Release Inspection.

If the C.O. is to be issued between May – August, site work must be completed within 60 days of issuance, if the C.O. is issued between September – April site work must be completed by June 30.

1. Prior to Final Building Inspection/C.O.

Complete the Certificate of Occupancy & As-Built Review form located on the City's website: [Escrow Process New Home Construction](#)

Scenario 1: Work incomplete. If all site work is **not** complete, the applicant must indicate the outstanding work on the form and submit. City Staff will calculate additional escrow requirements and notify the applicant. (Staff may conduct a site visit prior to determining escrow.)

Scenario 2: All work complete. If all site work is complete, the applicant must complete the form and submit as-built survey and request Final Grade Inspection. (See step 2 below.)

*A minimum of 3-5 business days' notice is required for all inspections.

2. As-built Review and Final Grade Inspection

Prior to sod or seeding and landscaping, but after final grading has been completed, a final grade as-built survey must be submitted to the city's Construction Services and Inspections Division for review, and a final grading and topsoil inspection must be completed.

To submit the as-built survey and request inspection, the applicant must complete the Certificate of Occupancy & As-Built Review form located on the City's website: [Escrow Process New Home Construction](#)

NEW HOME CONSTRUCTION ESCROW POLICY

The as-built drawing must show the completed first floor elevation, final grade spot elevations and contours of the final grade. All grading must be completed per the approved plans.

After the as-built survey and final grade/topsoil inspection are approved, the applicant will be notified, and sod and/or seeding may be completed as well as all other required site work.

3. Final Escrow Release Inspection

After all site work is complete, the applicant must complete the Escrow Release Request form located on the City's website: [Escrow Process New Home Construction](#)

Staff will then inspect the site to ensure all site work is completed per City requirements. All landscaping and site work must be completed per the approved plans.

Final Escrow Release Requirements:

The following is a list of items that must be completed prior to escrow release, but may not be all inclusive:

1. Driveway complete.
 - Paved as required
 - Maximum width in ROW: 24'
 - Maximum slope: 10%
 - Minimum slope: 2%
 - Culvert as required
2. Drain Tile/Sump Connections (if applicable)
3. Sidewalk, trail, curb, and other infrastructure free from damage
4. Curb stop and box at grade and operational, tracer wire installed.
5. Wetland/Conservation signage installed per approved plans.
6. Wetland Buffer seeded
7. All noxious weeds removed
8. Required landscaping installed per approved plan
9. At least one over-story tree in front yard
10. Temporary erosion control removed
11. Sod installed and/or entire property seeded with a minimum 70% established
12. Other site specific items that may be required.

The escrow release process can take up to 30 days or more for approval from all departments and to process the refund. Changes or alterations to your approved grading and site plans without prior approval may require corrections, further review, and/or re-inspections and could cause delays.

Staff and consultant time used in review and/or inspections may be charged against the escrow per the adopted fee schedule.



NEW HOME CONSTRUCTION ESCROW INSPECTION CHECKLIST

Project Address _____ Permit Number _____

Applicant/Responsible Party _____ Email Contact _____

Building Permit			
Requirements	Complete	Incomplete	Notes
Final Building/C.O.			
Additional Escrow			

Final Grading			
Requirements	Complete	Incomplete	Notes
As-built Survey Review			
Final Grading/ Top Soil Site Inspection			

Final Site Inspection - Escrow Release			
Requirements	Complete	Incomplete	Notes
Driveway (Max width 24' Max slope 10%; min 2%)			
Drain Tile/Sump Connected (where provided)			
Curb, Sidewalk, Trail or Infrastructure Damage			
Curb Stop/Box (at grade and operational). Tracer Wire Connected. Meter Antenna Installed.			
Wetland/Conservation Signs			
Wetland Buffer			
No Noxious Weeds			
Required Landscaping (per approved plan)			
Tree (one over-story in front yard)			
Temporary Erosion Control Removed			
Sod Installed or Seeded (Min 70% established)			
Other			
Release Escrow			

Meter MIU Installation Guide

The City of Corcoran requires the meter to be wired to a remote mounted on the outside of the house/building by the plumber/builder, and certain guidelines must be followed to comply. Failure to comply with these guidelines will prohibit passing inspection. Call the City of Corcoran at 763-420-2288 with any questions.

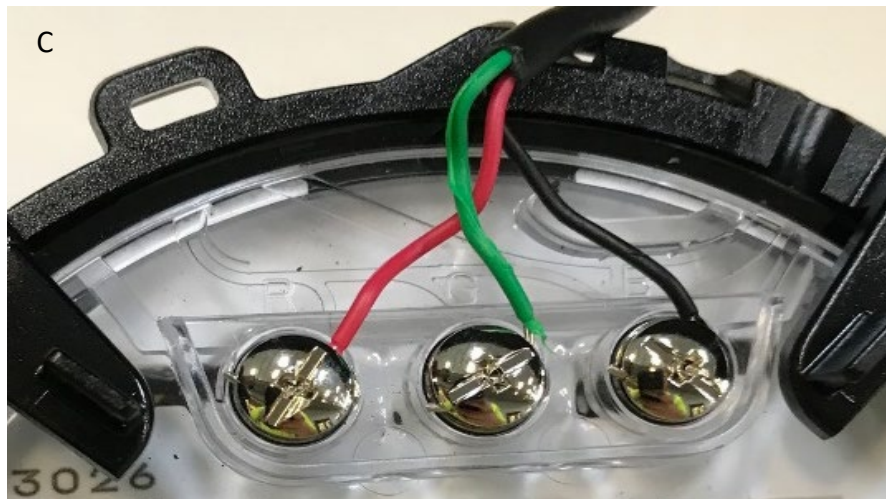
- 1 A wire is to be wired to meter and ran from meter to the outside of the house. The wire must be **22 guage wire** with at least three strands (3 strand preferred). The best option is to run run a conduit or wire during the rough construction of the house, before it is finished, and obstacles are in the way. **Remote MUST be installed before occupancy!**

Included hardware:

- 3 - Surelock Connectors - For wire connection
- 1 - Remote Screw - To attach remote to mounting plate
- 1 - Mounting Plate (Hardware to mount Mounting Plate to wall is not included)
- 1 - Remote Reader for water meter

Inside house:

- 1 Run wire to meter is to have enough slack to allow meter to be placed on the ground. This extra wire should be wrapped around the meter head to keep wire clean and tight. (See photo A)
- 2 Three strand wire usually has a Red, Green, Black wire. These need to be wired to the appropriate terminals in a clockwise matter on the meter, labeled R, G, B (See photo C). If a four strand wire is used, the available Red, Green, Black wire would be installed the same, but if Black is not available, the Blue wire would replace the Black (Leaving the Yellow/White unused). The wire is then bent to make a loop so that it can be placed in the slot and the cap an be replaced (Photo B)



Outside house:

- 1 Remote is to be mounted on the **side** of the house (not back) and mounted by the gas meter whenever possible. Remote is to be mounted 3-6 feet above finished ground level and left in the proper orientation with the screw located on the bottom. (See photo D)
- 2 Wire is to be ran to the outside and connected to the remote using **Surelock Connectors** (NOT wire nuts). Surelock
- 3 Connectors are used to connect like color strands only. Excess wire is to be wrapped up and kept in the space available behind remote not pushed back into wall. (See photo E)
- 4 Wires shall be **left unstripped and fully inserted with matching colored wire and crimped** so that silicone is pushed out of connector. (See photo F)
- 5 Install Remote screw to attach Remote to Mounting Plate. Project is complete. (See photo G) Remote is not to be painted or modified in any way.

