DEPARTMENT OF LABOR AND INDUSTRY

PROCEDURES FOR PLAN SUBMITTAL AND INSPECTIONS OF
PREFABRICATED HOMES - MSBC (CHAPTER 1360)

The following is a guide for submitting information and obtaining approval for the construction of a Pre-Fabricated Dwelling under MNSB Chapter 1360.

Please Submit Plans and Forms Electronically.

The information contained in your submittal packet shall include the following:

- Completed Pre-Fabricated Building Application
- Complete detailed copies of the Construction Plans
- MN Energy Code Compliance Certificate
- Door/Window Schedule Including Header Sizes
- Engineered truss drawings and truss layout

Complete Detailed Construction Plans shall include:

- House elevations- All four exterior sides shown
- Floor plan - Each story floor layout with rooms/areas identified with dimensions
- Foundation plan- Footings, bearing pads, wall details, beam locations
- Wall section- Framing material, Floor truss/joist material, Exterior Coverings, Insulation,
- Roof section- Truss/Rafter design, Roofing materials, Roof underlayment, Attic insulation
- Stair section - Stair tread rise & run, Stairway headroom
- Interconnected Smoke Detector locations- Including at least one for future basement
- Location of Radon Reduction System pipe.

The drawings are to be labeled and dimensioned sufficiently so all components and room sizes can be identified. The plans are also to include an anchor bolting detail for the purchaser as to how the home is to be secured to the foundation. We are often asked, why the need for a basement or foundation plan? Even though you are typically providing the home from the floor joists and above, the home owner/general contractor must have the support information required for the home, as well as being made aware of the minimum life safety requirements of the code. Remember as the home designer you are directly responsible for the information required to ensure that the foundation support system, bearing weights and load locations are communicated to the foundation builder.

The foundation design must include: Size and spacing of steel reinforcement (R 404.1or 1309.0404), location and size of supporting structural walls, footings/pier pads, column spacing and beam size, emergency escape window/doors as required (R 310.1 or 1309.0310).

The components of the complete home must be looked at as a complete system and must be viewed and designed as such.

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Plan Approval- Upon completion of the plan review, a letter of authorization for construction will be sent back to the applicant from the Construction Codes and Licensing Division and an invoice will be sent out for plan review and inspection costs. The letter will include the Plan Review Number for the project. Please use this number in all correspondence with us regarding the project and include it on the Seal and Data Plate Application upon completion of the house.

Inspections- Inspections shall be scheduled through the Construction Codes and Licensing Division by contacting us (1) week in advance to allow for scheduling:

Jason Kelzer 651.491.0750 jason.kelzer@state.mn.us
Herman Hauglid 651.284.5870 herman.hauglid@state.mn.us

Electrical Inspections- Electrical Contractors shall schedule their electrical inspections, Including a **Rough–In** and **Final Inspection** as normal through the State Electrical Inspector serving their area.

Required Inspections during construction:

Rough-in	Framing -	CCLD Personnel
	Plumbing -	CCLD Personnel
	Mechanical -	CCLD Personnel
	Electrical -	State Electrical Inspector
	Insulation -	CCLD Personnel
Final -	Structural -	CCLD Personnel
	Plumbing -	CCLD Personnel
	Mechanical -	CCLD Personnel
	Electrical -	State Electrical Inspector

After the Final Building Inspection and Electrical Final Inspection have been completed, the Seal and Data Plate will be sent to you. When received, the Seal is to be installed under the kitchen sink, the Data Plate is to be completed and the various copies distributed as follows: The original (top copy) of the data plate is to be returned to our office, and the owners copy (sticky back) is to be installed near the Seal in a permanent location.

The Builder of the prefabricated home is responsible for completion of the project and procuring the Seal and Data Plate. Prefabricated buildings which are sold, offered for sale, or installed in the State must bear a Seal or Seals and a Compliance Certificate and Data Plate evidencing the manufacturer's certification of code compliance. The Seal is certification to all agencies, instrumentalities, and municipalities of the State of MN declaring the code compliance of the home.

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Minnesota Department of Labor and Industry
Construction Codes and Licensing Division,
Manufactured Structures Unit
443 Lafayette Road N.
ST. Paul, MN 55155-4341

Pre-Fabricated Building Application

Pre-Fabricated Builder Name:	
Address:	Builders Rep Name/Instructor:
City/State/Zip:	Telephone: ( )
Please provide a contact Email address	
	Building Site Location:
Estimated : Start Date	Address:
Finish Date	
*** MN Statues require licensed contractors for the following. This information is required for construction approval.**	
*** Electrical Sub-Contractor**	*** Plumbing Sub-Contractor**
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone: ( )	Telephone: ( )
Mechanical Sub-Contractor	**Other Sub-Contractor**
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone: ( )	Telephone: ( )

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

Place your logo here

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	Other Please Describe Here
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:	

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 Calculatio	**Heating Loss**	**Heating Gain**	**Cooling Load**

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

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

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

WINDOW AND DOOR SCHEDULE

This schedule is to be submitted when you choose to use windows and doors different from those shown on the plan documents, or when the plan documents do not include all of the information identified below.

Vocational Unit or School: _____ Date: _____

Address: _____ Plan Description/approval_____

Phone Number: (_____)_____ Grade and Species of Header Materials:_____

WINDOW AND DOOR SCHEDULE									
Window and/or Door Manufacturer	Window or Door Type: Casement,DoubleHung etc; Model designation	Location	Rough Opening	Header material/size 2-2x10/2-2x12 Other	Sq. Ft. Light	Sq. Ft. Vent	* Egress		
							5.7 Sq. Ft.	20" width or 24" height	

* Net clear opening width and height unobstructed with sash in open position. Maximum Sill height 44" above floor.

Use this schedule when you choose to use windows and doors different from those shown on the plan documents, or when the plan documents do not include all of the information identified above.