



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
- Copies of signed details for Engineered Building Components and/or Manufactured Products.
- MN Energy Code Compliance Certificate and Door/Window Schedule
- Engineered truss drawings and 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 404.1), location and size of supporting structural walls, footings/pier pads, column spacing and beam size, emergency escape window/doors as required (R 310.1).

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

443 Lafayette Road N.
 St. Paul, Minnesota 55155
 www.dli.mn.gov



MINNESOTA DEPARTMENT OF
LABOR & INDUSTRY

(651) 284-5000
 1-800-DIAL-DLI

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

Pre-Fabricated Building Application

Pre-Fabricated Builder Name:		PB #
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: ()	

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 651.284.5806 jason.kelzer@state.mn.us
Herman Hauglid 651.284.5863 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 Board of Electricity Personnel
	Insulation -	CCLD Personnel
Final -	Structural -	CCLD Personnel
	Plumbing -	CCLD Personnel
	Mechanical -	CCLD Personnel
	Electrical -	State Board of Electricity Personnel

After the Final Inspection and Electrical Final 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. (MNSBC chapter 1360.050).

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										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, Isocyanurate	Active (With fan and monometer or other system monitoring device)	
										Location (or future location) of Fan:	
										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											
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 Calculati		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):										Not required per mech. code	
Select Type										Passive	
Heat Recover Ventilator (HRV) Capacity in cfm's:		Low:		High:				Other, describe:			
Energy Recover Ventilator (ERV) Capacity in cfm's:		Low:		High:				Location of duct or system:			
Balanced Ventilation capacity in cfm's:								Cfm's			
Location of fan(s), describe:								" round duct OR			
Capacity continuous ventilation rate in cfm's:								" metal duct			
Total ventilation (intermittent + continuous) rate in cfm's:											

