



PROCEDURES FOR PLAN SUBMITTAL AND CONSTRUCTION APPROVAL  
FOR A MINNESOTA PREFABRICATED BUILDING  
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. Each dwelling unit shall have an application and the required documents submitted for each building unit and approved prior to construction.

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

- Completed Pre Fabricated Building Application (1copy)
- Complete detailed copies of the Construction Plans (3 copies)
- Copies of signed details for Engineered Building Components and/or Manufactured Products.
- MN Energy Code Compliance Worksheet and window and door 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

The drawings are to be labeled and drawn to scale. All components, room sizes and building dimensions shall be legible and 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 building the home from the floor joists and above, the home owner/general contractor must be informed of the bearing loads and structural information required for the home. 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 or 1309.0404), location and size of supporting structural walls, footings/pier pads or strip footing, column spacing and beam size, emergency escape window/doors as required (R 310.1 or 1309.0310).

The whole dwelling must be looked at as a complete building system and must be reviewed and designed as such.

443 Lafayette Road N.  
 St. Paul, Minnesota 55155  
[www.doli.state.mn.us](http://www.doli.state.mn.us)



MINNESOTA DEPARTMENT OF  
**LABOR & INDUSTRY**

**Pre-Fabricated Building  
 Construction Application  
 Minnesota Chapter 1360**

(651) 284-5000  
 1-800-DIAL-DLI  
 TTY: (651) 297-4198

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

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			
Designated MN Certified Code Official (if other than Construction Codes and Licensing Div. Rep.)			
Name: _____ Address _____ Phone ( ) _____			
<i>(Designated Code official shall be pre-approved and authorized by the Construction Codes and Licensing Division.)</i>			
<b>* MN Statues require licensed contractors for the following. This information is required for construction approval.</b>			
<b>* Minnesota Residential Building Contractor and Residential Remodeler Licensing Requirements MN 326.83-326.991</b>			
License Number _____ Attach a copy of your license to this application. ( Educational Facilities Exempt)			
<b>* Electrical Sub-Contractor #</b>		<b>* Plumbing Sub-Contractor #</b>	
Name:		Name:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Telephone: ( )		Telephone: ( )	
<b>Mechanical Sub-Contractor #</b>		<b>Other Sub-Contractor #</b>	
Name:		Name:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Telephone: ( )		Telephone: ( )	

This information can be provided to you in alternative formats (Braille, large print or audio tape).

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**Plan Approval and Plan Approval Number-** 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. 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 Pre Fabricated Seal and Compliance Certificate and Data Plate application upon completion of the house.

**Inspections-** Inspections shall be scheduled through the Construction Codes and Licensing Division by contacting us at one of the following numbers (2) weeks in advance to allow for scheduling: William Mesaros 651.284.5870, Mike 651.284.5841.

Inspections may also be performed by an APPROVED Local MN Certified Building Official. Please include on the application the name, address and phone for the Local B.O. you are requesting to perform the building inspections. See the list of required inspection below.

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

**Required Inspections during construction:**

Rough-in	Framing -	Building Inspection Personnel (Minnesota Building Codes and Standards)
	Plumbing -	Building Inspection Personnel
	Mechanical -	Building Inspection Personnel
	Electrical -	State Board of Electricity Personnel
Insulation /Vapor Barrier -		Building Inspection Personnel
Final -	Structural -	Building Inspection Personnel
	Plumbing -	Building Inspection Personnel
	Mechanical -	Building Inspection Personnel
	Electrical -	State Board of Electricity Personnel

After the Final Building and Electrical Inspections have been completed and approved, return the Application for Seal and Compliance Certificate & Data Plate with a check/ money order for \$30.00 to CCLD, and the Seal and Data Plate will be mailed to you. When you receive the Seal you must engrave the required information and install it under the kitchen sink. The Compliance Certificate Data Plate is to be completed with all the correct information and the colored copies distributed as follows: The original (top copy) is to be returned to the CCLD office, (yellow copy) to the local building inspector, (pink copy) is manufactures file copy, (hard copy) post under the kitchen sink next to the seal (blue/silver metal plate)

The Manufacturer/Builder of the Prefabricated building is responsible for completion of the project and procuring the State Seal and Compliance Certificate and Data Plate. Prefabricated buildings that are sold, offered for sale, or installed in the State must have a Seal 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 building. (MNSBC chapter 1360.0500)



**Application for: PRE-FABRICATED BUILDING COMPLIANCE CERTIFICATE  
& DATA PLATE**

<b>Builder/Educational Name</b>	<b>Telephone #</b>  (    )
<b>Address</b>	<b>City, State Zip</b>

Amount	Description	Per Unit Cost	Total \$
	<b>Minnesota Prefabricated Dwelling Compliance Certificate and Data Plate.</b>  <b>One Compliance Certificate and Data Plate per Building unit.</b>	<b>\$30.00</b>	\$

**Plan Approval number 2010 - \_\_\_\_\_ (Number on top of Plan Approval letter)**  
**Prefabricated Builder Number \_\_\_\_\_**

**NOTE: *Make check or money order payable to: Minnesota Department of Labor and Industry***

*Mail application and check/money order to:*

**Minnesota Department of Labor and Industry  
 Construction Codes and Licensing Division  
 Manufactured Structures Section  
 443 Lafayette Rd. North  
 St. Paul, MN 55155-4341  
 Attention - Joyce Hennessey**

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