



## **Building Permit Procedures**

### **Requirements for New Construction**

1. Completed Building Permit application form with signature.
2. Submit two (2) copies of a Certificate of Survey with the following:
  - a. Dimensions of lot or parcel
  - b. North arrow
  - c. Property address
  - d. Location of all recorded easements, both public and private
  - e. Location of proposed structure
  - f. Location of any existing structures on property
  - g. Location of driveway
  - h. Proposed direction of surface water drainage using arrows
  - i. Grade elevations at the following points:
    - i) Each lot corner
    - ii) Each corner of proposed building
    - iii) Top of foundation and garage floor
3. Submit two (2) copies of the complete building plan with the following information included on the plans:
  - a. Elevations of drawings of all four sides of structure
  - b. Basement, foundation and footing plan
  - c. Floor plan of each level with room dimensions, window and door sizes, attic access, crawl space, smoke detectors, exhaust fans, water heater, furnace, fireplaces, laundry, garage dimensions (including garage/house firewall).
  - d. Cross section of wall construction showing footing and foundation dimensions, draitile, anchor bolts, sill plate, joist dimensions and spacing, subfloor and flooring, exterior sheathing and siding, stud sizes and spacing, insulation, vapor barrier, interior finish, trusses and pitch (if hand framed, show ceiling joists and rafters, sizes and spacing and bracing needed to carry 40 lbs/sq ft live snow load).
  - e. Floor to Ceiling heights at all levels, also handrails, balconies and stair dimensions.
  - f. Footing and structural members of hand framed rafters, decks and three season porches.

- g. Minnesota Energy Code calculations.
  - h. Depending on design, Inspector may require additional information.
4. Completed sewer and water hook-up applications if applicable or two (2) copies of perc tests for two (2) septic sites and two (2) copies of septic design by licensed septic designer.
  5. Completed Landscape Requirements Form

*For specific code and zoning requirements, please contact the Building Official at (763) 479-1720 or toll free 1-800-223-1720 or the Planning Department at (952) 492-2535.*

### ***Building Permit Procedure***

1. Application is reviewed the City Planner for compliance with zoning requirements.
2. Application is reviewed by the Building Inspector to verify compliance with all building codes. Additional instructions and requirements may be added to plan.
3. If approved, the permit cost will be determined and you will be notified by the City that your permit is ready to be issued. The processing of the application will normally take five to seven days. **Do not begin work until you have picked up and paid for your permit.**
4. The building inspector will make inspections at the following stages of construction. Requests for inspections must be made 24 hours before inspection is needed. Call Metro West Inspection Services at (763) 479-1720 to schedule inspections.

### ***Required Inspections***

1. Footings and poured foundation walls
2. Framing
3. Insulation
4. Final – Structure and Site

Inspections must also be made at the following:

1. Rough plumbing
2. Finish plumbing
3. Mechanical-rough in and final
4. Septic inspection or City sewer and water inspection

Call the State Electrical Inspector to schedule all electrical inspections at (651) 284-5064.

After final inspection is approved, the building inspector will issue a Certificate of Occupancy. The building cannot be occupied until this certificate is issued.

Building must begin within 120 days of issuance of permit or permit becomes null and void and must be renewed. There shall be time of 180 days from date of issuance, for completion of all construction including driveway/parking lot, curbcut and landscaping. Construction completions during the months of October through March will be given until the end of June to complete all landscaping requirements delayed due to weather constraints.

### ***General Notes***

1. The approved Plan and Survey shall be kept on the job site until the final inspection has been made.
2. The Inspection Record Card shall be placed on the outside exterior wall of the structure and shall remain posted until the final inspection has been made. Cards should be protected from the weather.
3. Post Address on construction site visible from street.

*\*The State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Commerce to the City before a permit can be issued.*

*\*To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce at 651-296-2594 or toll free 1-800-657-3602.*

If you should have any questions, please call the Building Official.

For inspections call the Building Official at **(763) 479-1720** or toll free **1-800-223-1720** between 7:00 a.m. and 4:30 p.m. Monday through Friday.