

City of Jordan COVID-19 Building Permit Policy

(Effective 3/27/2020)



Submittal

Please choose from one of the following three methods for building permit submittal:

- **City Hall Drop Box** – The drop-box, located near the front entry of City Hall, is ordinarily used for utility bills and can be used for building permit drop-off during this time. The dimensions are narrow and submittal of large format plans may not be feasible with this option.
- **Email** – Digital submittals are accepted via email in PDF file format. Please submit to nfuerst@jordanmn.gov. Due to printer size constraints, large format plans will only be accepted via US Mail **and** email.
- **Postal Service** – This option is best for large format plans and should be used in conjunction with email submittal.

Please Note: For the safety of our staff, extra time is required to process all materials collected via the City Hall drop box or US Mail to reduce possible transmission of COVID-19.

Review & Issuance

1. **Zoning Code Review.** Permit reviewed for conformance with the City Zoning Code. Any potential issues will be brought to the attention of the Applicant.
2. **Building Code Review.** Permit reviewed for conformance with the State Building Code. Any potential issues will be brought to the attention of the Applicant.
3. **Applicant Notification.** The applicant will be notified of the permit fee.
4. **Payment.** Payments are ordinarily accepted in cash or check; however, cash payments are not preferred during this time. Payments can be submitted via US Mail or the City Hall drop box.
5. **Issuance.** Permits will be issued via US Mail to the address identified by the applicant.

Inspections

Building Inspections. Per the Department of Labor and Industry, inspections must continue during this time. There are two (2) types of inspections: Critical and Non-critical.

1. **Critical Inspections** – Critical inspections include electrical, plumbing, alterations, etc. Performance of these inspections is under the discretion of the building inspector, with a determination based on their assessment of the level of risk involved in conducting an inspection. Unoccupied structures are likely to be inspected, while occupied homes may be deemed unsafe.
2. **Non-Critical Inspections** – Non-critical inspections include water heaters, water softeners, and furnaces, etc. These inspections will not be conducted at this time. The City will notify these contractors/property owners once scheduling becomes available for non-critical inspections.

Questions? Feel free to contact City Planning Staff:

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