

*City Building Inspection Services, LLC*  
**BUILDING PERMIT REQUIREMENTS  
FOR RESIDENTIAL ADDITIONS AND PORCHES**

The following information must be submitted to the Building Department before a building permit can be processed and approved.

- 1. Building Permit Application form.**
- 2. Survey or Site Plan [two copies].**
- 3. Building Plans [two copies].**
- 4. Miscellaneous as required.**

A more detailed description of items 1-4 is listed below. After a preliminary review additional information may be required. Allow **1-3** working days for processing.

**1. Building Permit Application:** Complete a Building Permit Application form. Application forms are available in the Building Department.

**2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, property lines, road right of ways, easements, existing buildings [with dimensions] and project address or PIN number. Diagram the proposed addition location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required.

**3. Building Plans:**

A. **Elevation Drawings** [exterior views] of front, rear and sides of finished addition. Indicate the height from finished grade to the top of the sidewalls and peak.

B. **Section drawing** [side, cutaway drawing] showing the details of the footings, foundation, floor, wall and roof construction, provide an engineers signed roof truss specifications at the framing inspection.

C. **Floor Plans** of the basement and each floor showing the length and width of the addition, room dimensions and use [bedroom, bathroom etc.], finished and unfinished areas, window and door locations, header sizes, interior walls, stairs and plumbing/heating fixtures.

**Permit Fees:** Building and Zoning fees will be determined after the application and required plans have been approved. Fees must be paid in full before a permit can be issued or work can begin.

## General Information

### **\*Required Inspections:**

1. Footings [before concrete is placed].
2. Foundations [before backfill]
3. Plumbing 5# air test.
4. Framing.
5. Fireplace rough-in.
6. Insulation
7. Mechanical rough-in.
8. Plumbing Manometer.
9. Gas Piping [25# for 12 hours].
10. Final, after the electrical inspector has done a final and all work and inspections are complete.

\*Additional inspections as required

**Inspection Requests:** For all inspections call **877.333.5620** 24 hours in advance.

**Gas and Electric Utilities:** Contact your local supplier for specific requirements.

**Electrical:** Must be inspected and approved by an Electrical Inspector. To obtain a permit or request an inspection call: 507.334.3450 (LeSueur Co, Waseca Co, Dodge Co) or 507.665.6213 (Blue Earth Co), to request an inspection or to answer electrical questions call: Steve Kletschka: at 507.334.3450 (LeSueur Co, Waseca Co) or Scott Hollnagel: at 507.665.6213 (Blue Earth Co), call between 7 a.m. and 8:30 a.m., Monday through Friday.

**Excavations:** Before excavating call Gopher State One Call 48 hours in advance at 1-800-252-1166 or 651-454-0002 to verify the location of underground utilities, etc.

If you have any questions, please contact the Building Department, Monday through Friday, 8 a.m. to 4:30 p.m. at 877.333.5620, or contact: City Building Inspection Services, LLC

[dan@buildingcodeinfo.com](mailto:dan@buildingcodeinfo.com)

**507.330.5034 cell**

**507.362.4022 fax**