

*City Building Inspection Services, LLC*

**SINGLE FAMILY DWELLING PERMIT REQUIREMENTS**

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 sets].**
- 4. Energy Code Compliance Forms.**
- 5. Mechanical Code Compliance Forms**
- 6. Miscellaneous as required.**

A more detailed description of items 1-6 is listed below. After a preliminary review additional information may be required. Allow 5 working days for processing.

- 1. Building Permit Application:** Complete and sign a Building Permit Application form. Forms are available at the Department of Building Safety.
- 2. Survey or Site Plan:** Provide a site plan of the property showing all property lines, road right of ways, easements, existing buildings [with dimensions] and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required when deemed necessary by the department.
- 3. Building Plans:**
  - **Elevation Drawings** [exterior views], of front, rear and sides of the finished building.
  - **Floor Plans** of the basement and each floor showing the dimensions of the house, interior rooms and use of each room [bedroom, bathroom etc.], window and door locations [safety glazing if required], interior walls, header sizes, stairs and plumbing and mechanical equipment.
  - **Section Drawings** [side cutaway view] showing the details of the footing, foundation construction with a drainage system, parging and dampproofing or waterproofing and insulation, floor, wall and roof construction. Provide copies of the floor and roof truss specifications prepared and stamped by a MN licensed engineer [some cities may allow them to be provided later at the framing inspection].
  - Include plans for decks and garage if applicable.
- 4. Energy Code Compliance Form:** Complete an Energy Code Compliance Form to verify compliance with the MN Energy Code, [both the building envelope and mechanical pressurization form are required].
- 5. Mechanical Code Compliance Forms:** Provide calculations for combustion air, make-up air and ventilation air.

## 6. Miscellaneous:

**Fireplace:** Masonry fireplaces must be installed and inspected to code, prefabricated fireplaces install per the manufactures installation instructions, provide installation instructions on-site for a rough-in and final inspection.

**General Zoning** requirements must be met, contact a municipal planner for specific requirements. A zoning permit application is required if a variance, conditional use permit or special evaluation is required. Building permits will not be issued until all zoning requirements are approved.

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

**Electrical wiring** must be inspected and approved by an Electrical Inspector. To obtain a permit 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.

### General Information

**A Certificate of Occupancy** is required before the house can be occupied. All the required inspections must be completed and approved including final approval from the State Electrical Inspector.

**Required Inspection: Footings**, after forms and re-enforcing are in place but prior to placement of concrete. **Foundations**, block and wood foundations prior to backfill, cast in place concrete, after the forms and re-enforcing are in place prior to placement of concrete then again prior to backfill. Dampproofing and parging or waterproofing and a perimeter drainage system must be in place for inspection. **Plumbing Rough-in**, after all water piping and waste and vent piping is installed, a 5# air test for 15 minutes is required on the waste and vent piping, **Mechanical Rough-in**, when all ducting, furnace and mechanical equipment is installed [prior to covering]. **Gas Piping**, a 25# air test shall be 1 hour, when testing a system in a single family dwelling the test is permitted to be reduced to 10 minutes with prior approval from the building official all piping must be visible. **Fireplaces, Masonry Chimneys and Woodstoves**, for pre-fabricated fireplaces call for inspection when framing is complete, masonry chimneys and fireplaces when setting the throat, woodstoves when set, provide the manufacturers installation instructions on site. **Framing**, when all the framing is complete and all plumbing, mechanical, and is installed. **Energy**, when the insulation, vapor retarder and attic ventilation is complete before covering. **Plumbing manometer** test of the waste and vent piping. **Final** when the house is complete, final electrical inspection is completed and all other inspections have been approved.

**To schedule** an inspection call **24 hours** in advance at 877.333.5620, 8 a.m. to 4:30 p.m., Monday through Friday.

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

**Gas and Electric Utilities**, contact your local utility for specific requirements.

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