

**At the time of building permit application, please provide the following:**

- ❖ Provide 2 copies of the Certificate of survey, showing all setbacks.  
Please note that if you are submitting plans for a townhome/twin home you need to provide 3 copies of the Certificate of survey.  
Proper drainage must be addressed.  
The layout of the house must be compatible with ground elevations where walkouts, window wells and other sub-grade features require drainage.  
The site must be staked to show the location of the structure, individual sewage system and individual water supply.  
If appropriate, the driveway location must be staked (with ribbon) for county addressing.  
If appropriate, a drive access permit must be obtained from Chisago County or MnDOT.
- ❖ Two complete sets of building plans. Truss calculations and certification will be required when using truss rafters. Plans should be no smaller than 14 x 17 copies and drawings no smaller than true ¼ inch scale. Full size plans that have been reduced will NOT be accepted.
- ❖ List of subcontractors.
- ❖ Builder and subcontractor license numbers (required on building permit application).
- ❖ Energy Code Compliance Forms to verify compliance with the Minnesota Energy Code (building envelope and ventilation form are required).
- ❖ Septic system design drawn to scale, showing the system in relation to the structure and the individual water supply. Soil borings and percolation tests required as part of the design.

Individual permits are required for heating, plumbing, electrical, and septic. Those application forms (minus electrical) are placed in the building file during plan review process and need to be pulled by the respective contractors.

All electrical permits and inspections are handled through the State Board of Electricity.

When the plan review process is complete, applicants will be notified that the permit is ready. The permit fee will be due at that time. The applicant will receive the stamped field copy of the reviewed plan, a copy of the approved survey, a copy of the permit application, and the green building inspection card to post on site. Other pertinent building-related information is available upon request.

## **REQUIRED INSPECTIONS:**

Inspections are scheduled in half-hour increments from 8:30 a.m. to 3:30 p.m. Monday through Friday. There is a mandatory 24-hour notice required on all inspections. The green building inspection card must be on the job site and available to the inspector at all times. If the inspection passes, the green card will be signed. Septic inspections are normally scheduled by the licensed installer. (Note: All construction debris must be contained throughout the building process, and removed when the project is complete. No construction debris will be buried on site.) Generally, the order of required inspections on new construction is:

**FOOTING** – Prior to pouring concrete.

**FOUNDATION** – Prior to backfilling.

**FRAME** – After all rough mechanical, electrical, plumbing and fire blocking are in place and prior to furnishing exterior siding. Truss specs must be on site.

**SHEATHING** – Before siding or building paper.

**ROUGH ELECTRICAL** – Performed by the State Electrical Inspector.

**ROUGH HEATING** – After flue, returns and supplies are in. Any concealed gas piping must be tested.

**ROUGH PLUMBING** – Visual and air tests.

**INSULATION** – Visual inspection.

**FIREPLACE/CHIMNEY** – A separate mechanical permit is required for fireplace installs. Building inspector should be notified before starting. Inspection will take place during construction for code compliance (clearances, refractory cement, etc.). Individual mechanical permits are required, and may be obtained by the mechanical contractor or fireplace installer.

**FINAL HEATING** – Visual and manometer test on gas piping.

**FINAL PLUMBING** – Visual and manometer test.

**FINAL ELECTRICAL** – Performed by the State Electrical Inspector.

**FINAL BUILDING** – Certificate of Occupancy follows final inspection.

## **LICENSING OF CONTRACTORS**

All contractors working on a project must meet any state licensing requirements. The contractor is responsible for requesting inspections.

## **SEPTIC SYSTEM PERMITS**

A licensed installer must complete an application and pay all necessary fees for the on-site septic permit at the City prior to any work at the site.

**CONNECTIONS TO CITY SEWER & WATER:** A visual and GPS inspection must be done before the work is covered.

### **CERTIFICATES OF OCCUPANCY**

A Certificate of Occupancy (CO) is required before the structure may be occupied. No Certificates of Occupancy will be issued when life/safety issues, such as installation of smoke detectors, need to be completed. *Temporary* Certificates of Occupancy may be issued only during months of the year when the weather will not allow for the successful completion of certain items.

Cost of a temporary CO is \$2,500.00, payable in the form of an irrevocable letter of credit or cash/check. The fee will be charged when issues such as hard-surfaced driveways, the garage floor, and installation of the front steps need to be completed. The applicant will be reimbursed when the items listed on the temporary CO have been completed and re-inspected. The fee will not be charged for final grade issues or on-site septic completion.

*All areas devoted for parking and driveways shall be surfaced with asphalt, bituminous or concrete topping. This applies only to platted lots under 2.5 acres in size and lots within the Urban Service Area. Turf must be established within one year of occupancy.*

### **DITCHES/RIGHT-OF-WAY**

The City requires a developer to seed and mulch the right-of-way prior to issuing any building permits for a new subdivision. A Certificate of Occupancy will not be issued until the turf within the right-of-way, if it has been disturbed, has been re-established by the builder. The maximum slope requirement for ditches within the right-of-way of a new subdivision is 3:1. Builders will adhere to this requirement at the slopes for the driveways, as well. This means the culvert must be long enough to accommodate the width of the driveway surface, plus the slope for the side slope. If the ditch is two feet deep, the culvert extension beyond the driveway surface must be at least six feet. A culvert shall be no less than 15" in diameter. *If builders do not handle erosion issues within the right-of-way, the City may require excavation permits for work within the right-of-way. This would require licensing, proof of insurance, and a surety bond.*

### **IRRIGATION/OUTSIDE WATER METERS**

Permits for new-home construction in areas served by City sewer and water will include a one-time \$295.00 charge for an irrigation/outside water meter. There could be additional plumbing charges for installation.

If you have any questions, please contact the Building Department at 651-674-8113