

BUILDING PERMIT PROCESS

(Revised 6/2009)

1. Applicant shall submit application to the responsible jurisdiction.

Applicant shall include:

- a. Site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
 - b. Legal description and address of property.
 - c. Two sets of plans which include footing, foundation, wall & roof details. CMS will release permit after energy calculations, makeup and combustion air calculations (mechanical calculations) and energy compliance certificate are approved. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
 - d. On-site and well information if building is not municipal water and/or sanitary sewer.
2. Building permit review and issuance normally takes 10 to 14 working days.
 3. Applicant pays all fees when he/she picks up the permit(s) before construction.
 4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required:
 - a. Footing/foundation. This is made prior the concrete being poured.
 - b. Poured foundation walls
 - c. Back Fill - (Will be enforced April!, 2009)
 - d. Plumbing Rough-in - below ground
 - e. Mechanical Rough-in - heat/vent - in-floor & underground heat
 - g. Radon - Mandatory with the adoption of the new Energy Code
 - f. Framing - Truss specifications to be on site.
 - h. Plumbing Rough-in - above ground
 - i. Fireplace Rough-in. This inspection is made prior to enclosing unit.
 - J. Insulation
 - k. Finals - building, plumbing, mechanical (heat/ventilation & gas lines)
 5. Certificate of Occupancy shall be issued upon completion of all approved work.

GENERAL INFORMATION:

- All structures except storage buildings 120 sq. ft. or less require a building permit. Storage buildings 120 sq. ft. or less must still comply with all applicable zoning regulations.
- Permit fees are based on valuation established from State of Minnesota data sheets.

Electrical pennits and electrical inspections must be arranged through the Minnesota state electrical inspector.

- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all pennit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code currently consists of the following documents:
 1. Chapter 1300 - Administration of State Bldg Code
 2. Chapter 1301 - Building Official Certification
 3. Chapter 1302 - Construction Approvals
 4. Chapter 1303 - Minnesota Provisions of the State Bldg Code
 5. Chapter 1305 - Adoption of the *2006 International Bldg Code*
 6. Chapter 1306 - Special Fire Protection Systems
 7. Chapter 1307 - Elevators and Related Devices - 2007
 8. Chapter 1309 - Adoption of the *2006 International Residential Code*
 9. Chapter 1311 - MN Conservation Code for Existing Buildings
 10. Chapter 1315 - Adoption of the *2008 National Electrical Code*
 11. Chapter 1325 - Solar Energy Systems
 12. Chapter 1335 - Flood-proofing Regulations
 13. Chapter 1341 - Minnesota Accessibility Code
 14. Chapter 1346 - Adoption of the International Mechanical & Fuel Gas Code
 15. Chapter 1350 - Manufactured Homes
 16. Chapter 1360 - Prefabricated Buildings
 17. Chapter 1361 - Industrialized/Modular Buildings - 2007
 18. Chapter 1370 - Stonn Shelters (Manufactured Home Parks)
 19. Chapter 4715 - Minnesota Plumbing Code - 2007

Minnesota Energy Code - Minnesota Rules, Chapters 1322 and 1323

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