

BUILDING PERMIT PROCESS

(Revised 2-3-23)

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 and Water Proofing**
 - d. Plumbing Rough-in – below ground
 - e. **Radon – Before any foam is placed**
 - f. Mechanical Rough-in – heat/vent – in-floor & underground heat
 - g. Framing – Truss specifications to be on site.
 - h. Plumbing Rough-in - above ground
 - i. Heat & Ventilation Rough-in
 - j. Fireplace Rough-in. This inspection is made prior to enclosing unit.
 - k. Insulation
 - l. 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 200 sq. ft. or less require a building permit. Storage buildings 200 sq. ft. or less must still comply with all applicable zoning regulations.
- Fences not over seven feet (7') high do not require a building permit.

- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits 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 permit 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 adopted under Minnesota Statutes, Section 326B.106, subdivision 1, includes the following chapters:
 - A. 1300 – Minnesota Building Code Administration;
 - B. 1301 - Building Official Certification;
 - C. 1302 - State Building Code Construction Approvals;
 - D. 1303 - Special Provisions;
 - E. 1305 – Minnesota Building Code;
 - F. 1306 - Special Fire Protection Systems;
 - G. 1307 – Elevators and Related Devices ;
 - H. 1309 - Minnesota Residential Code;
 - I. 1311 – MN Conservation Code for Existing Buildings;
 - J. 1315 - Minnesota Electrical Code;
 - K. 1325 - Solar Energy Systems;
 - L. 1335 - Floodproofing Regulations;
 - M. 1341 - Minnesota Accessibility Code;
 - N. 1346 - Minnesota Mechanical Code;
 - O. 1350 - Manufactured Homes;
 - P. 1360 - Prefabricated Structures;
 - Q. 1361 – Industrialized/Modular Buildings ;
 - R. 1370 - Storm Shelters (Manufactured Home Parks);
 - S. 4714 - Minnesota Plumbing Code;
 - T. 1322 and 1323 - Minnesota Energy Codes;
 - U. 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS
CONSTRUCTION MANAGEMENT SERVICES
507-282-8206**