

## **BUILDING PERMIT REQUIREMENTS FOR MANUFACTURED HOMES LA CRESCENT, MINNESOTA**

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

- 1. Building Permit Online Application.**
- 2. Survey or Site Plan [one hard copy and one pdf].**
- 3. Building Plans-Of the house from the manufacture [one hard copy and one pdf].**
- 4. Building Plans-Site built garage, deck, porch, basement-foundation [one hard copy and one pdf].**
- 5. Miscellaneous as required.**

A more detailed description of items 1-5 is listed below. After a preliminary review additional information may be required. Allow **7-10** working days for processing.

**1. Building Permit Application:** Complete the online Building Permit Application form

**2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, property lines, road right of ways, easements and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines and all topographical features.

**3. Building Plans-Site built garage, deck, porch, and basement-foundation:**

- A. Elevation Drawings [exterior views] of front, rear and sides of finished garage. 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, [of both the garage and the foundation of the house].
- C. Floor Plans of the basement showing the length and width, room dimensions and use [bedroom, bathroom etc.], finished and unfinished areas, window and door locations, window manufacture and product number, interior walls, stairs and plumbing/heating fixtures.

**Zoning:** A zoning permit application is required if a variance, conditional use permit or special evaluation is required, contact a city planner for specific requirements.

**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.
- \* Misc. as needed.

**Inspection Requests:** For all inspections call **507-895-4409** 24 hours in advance.

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

**Electrical:** Must be inspected and approved by a State Electrical Inspector. To request an inspection or to answer electrical questions call: Dylan Becker, to request an inspection or to answer electrical questions call: 612-619-7597, between 7am and 8:30 am, Monday through Thursday.

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

If you have any questions, please contact the **Building Department**, Monday through Friday, 7:30 a.m. to 4:00 p.m. at **507-895-4409**, or write to, [swetterlin@cityoflacscent-mn.gov](mailto:swetterlin@cityoflacscent-mn.gov), **Shawn Wetterlin-Building Official, 315 Main Street, City of La Crescent, Minnesota, 55947.**