

**City of La Crescent**  
**BUSINESS /COMMERCIAL/INDUSTRIAL**  
**BUILDING PERMIT HANDOUT**

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 hard copies one pdf].**
- 3. Building Plans [two hard copies and one pdf].**
- 4. Miscellaneous as required.**

A more detailed description of items 1-4 is listed below.

After a preliminary review additional information may be required, allow **fifteen** working days for processing.

- 1. BUILDING PERMIT APPLICATION:** Complete a building permit application online.
- 2. SURVEY OR SITE PLAN:** Provide an accurate, detailed site plan of the property showing all property lines, road rights of ways, easements, existing buildings [include dimensions] and the address of the property or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings, all topographical features, storm water plan and erosion control plan. A registered land survey may be required.
- 3. BUILDING PLANS:** Some business/commercial/industrial use structures are required by the building official and/or state statute to be prepared by and signed by a MN Licensed Architect, Structural Engineer and Mechanical Engineer. Contact the Building Official to determine if your building requires these design professionals.
  - A. Elevation Drawings** [exterior views], of front, rear and sides of the finished building.
  - B. Floor Plans** of the basement and each floor showing the dimensions of the building, interior rooms and use of each room, window and door locations, interior walls, header sizes, stairs and plumbing and mechanical equipment.
  - C. Section Drawings** [side cutaway view] showing the details of the footing, foundation construction with dampproofing and insulation, floor, wall and roof construction.
  - D. Plumbing Plans** must be submitted to and approved by the MN Department of Health, Plumbing Division. Provide the Health Departments letter of approval and two sets of plumbing plans to the city.

#### 4. MISCELLANEOUS:

**Pre-Construction Meeting:** A meeting with the city staff should be scheduled to determine if the proposed use is permitted by the zoning, building and municipal ordinances.

**\*Special Inspections:** UBC Section 1701 requires the owner, architect or engineer of record to indicate what special inspections are required [if any] and who will be performing the special inspections, subject to the approval of the building official

**Driveway permits** are required for access from State, County and Township roads. For specific requirements for State Highways contact the Department of Transportation at 507-285-7350, for County roads call 507-725-3925 and for township roads contact the appropriate township chairman or clerk and for city streets contact, 507-895-4409.

**General Zoning:** Check with the City to determine if a variance, conditional use permit or special evaluation is required.

**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 construction can begin.

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

### **GENERAL INFORMATION**

**A Certificate of Occupancy** is required before the structure can be occupied. All the required building inspections must be completed and approved and final approval received from the State Electrical Inspector and Fire Marshal.

#### **\*\*Required Inspections:**

1. **Footings**, after forms are in place but prior to placement of concrete, gravel or sand.
2. **Foundations**, prior to backfilling and as deemed necessary by the Building Official and design professionals.
3. **Plumbing 5# Air Test** of all waste and vent piping prior to covering, contact the MN Department of Health and then the local building Official with inspection requests.
4. **Fireplaces and Masonry Chimneys Rough-In**, for pre-fabricated when framing is complete, for masonry fireplaces when the throat is set, masonry chimneys when starting.
5. **Mechanical Rough-in** when complete, prior to covering.
6. **Gas Piping** must hold 25# of air for 12 hours, all piping and fittings must be exposed for inspection
7. **Framing/Structural** when all the framing is complete.
8. **Insulation** when the insulation, vapor barrier, firestopping and draftstopping is in place.

**9. Plumbing Manometer Test** of all the waste and vent piping after all fixtures are set, contact the State Health Department for inspection requests then the local Building Official.

**10. \*Special Inspections** of soils, concrete, welding, bolting, fire resistive construction and similar components. The Building Official, Architect and Engineer of record shall indicate what special inspections are required. An inspector approved by the Building Official must perform the special inspections and file copies of all reports with the Building Official.

\*\* Depending on the project inspection of exterior and interior wall finish, fire suppression systems, alarms, elevators, firestopping etc..

**10. Final** when the structure is complete and the required inspections have been approved including zoning and sewer and water issues.

**To schedule** an inspection call **24 hours** in advance at **507-895-4409**, 7:30 a.m. to 4:00 p.m., Monday through Friday.

**Excavations:** Prior to excavating call Gopher State One, 48 hours in advance at 651-454-0002 or 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 City Building Department, Monday through Friday, 7:30 a.m. to 4:00 p.m. 507-895-4409, or write to, [swetterlin@cityoflacrescent-mn.gov](mailto:swetterlin@cityoflacrescent-mn.gov), Shawn Wetterlin-Building Official, 315 Main Street, City of La Crescent, Minnesota, 55947.