

## SINGLE FAMILY DWELLING PERMIT REQUIREMENTS

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

1. **Building Permit Application** [submit online].
2. **Survey or Site Plan** [one hard copy and one pdf].
3. **Building Plans** [one hard copy and one pdf].
4. **Energy Code Compliance Form.**
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 application form.

2. **SURVEY OR SITE PLAN:** Provide a site plan of the property showing all property lines, road right of ways, easements, existing buildings [with dimensions] and project address and lot and block number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required when deemed necessary by the department.

3. **BUILDING PLANS:**

- **Elevation Drawings** [exterior views], of front, rear and sides of the finished building.
- **Floor Plans** of the basement and each floor showing the dimensions of the house, interior rooms and use of each room [bedroom, bathroom etc.], window and door locations [safety glazing if required], interior walls, header sizes, stairs and plumbing and mechanical equipment.
- **Section Drawings** [side cutaway view] showing the details of the footing, foundation construction with dampproofing and insulation, floor, wall and roof construction. Provide copies of the floor and roof truss specifications prepared and stamped by a MN licensed engineer [City of La Crescent will allow them to be provided later at the framing inspection].
- Include plans for decks and garage if applicable.

4. **ENERGY CODE COMPLIANCE FORM:** Complete an Energy Code Compliance Form to verify compliance with the MN Energy Code, [both the building envelope and mechanical pressurization form are required].

5. **MISCELLANEOUS:**

**Fireplace:** Masonry fireplaces must be installed and inspected to code, prefabricated fireplaces install per the manufactures installation instructions, provide installation instructions on-site for a rough-in and final inspection.

**Driveway permits** are required for access from State, County and Township and city roads. These are available from the Building Department.

**General Zoning** requirements must be met, contact a city planner for specific requirements, phone: 895-4409. A zoning permit application is required if a variance, conditional use permit or special evaluation is required. Building permits will not be issued until the specific parcel is deeded to the applicant's name.

**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 work can begin.

**Electrical wiring** must be inspected and approved by a State Electrical Inspector. To obtain a permit call Dave Holmand, to request an inspection or to answer electrical questions call: at 507-346-7164, call between 7am and 8:30 am, Monday through Friday.

### **GENERAL INFORMATION**

A **Certificate of Occupancy** is required before the house can be occupied. All the required inspections must be completed and approved including final approval from the State Electrical Inspector.

**Required Inspection: Footings**, after forms and re-enforcing are in place but prior to placement of concrete. **Foundations**, block and wood foundations prior to backfill, cast in place concrete, after the forms and re-enforcing are in place prior to placement of concrete then again prior to backfill. Dampproofing and drain tile must be in place for inspection. **Plumbing Rough-in**, after all water piping and waste and vent piping is installed, a 5# air test for 15 minutes is required on the waste and vent piping, **Mechanical Rough-in**, when all ducting, furnace and mechanical equipment is installed [prior to sheet rocking]. **Gas Piping**, a 25# air test for 12 hours is required, all piping must be visible. **Fireplaces, Masonry Chimneys and Woodstoves**, for pre-fabricated fireplaces call for inspection when framing is complete, masonry chimneys and fireplaces when setting the throat, woodstoves when set, provide the manufacturers installation instructions on site. **Framing**, when all the framing is complete, **Energy**, when the insulation, vapor retarder and attic ventilation is complete. **Plumbing manometer** test of the waste and vent piping. **Final** when the house is complete, final electrical inspection is completed and all other inspections have been approved.

**To schedule** an inspection call **24 hours** in advance at **507-895-4409**, 7:30 a.m. to 6:00 p.m., 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.

**Gas and Electric Utilities**, contact your local utility for specific requirements.

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@cityoflacrescent-mn.gov](mailto:swetterlin@cityoflacrescent-mn.gov), **Shawn Wetterlin-Building Official, 315 Main Street, City of La Crescent, Minnesota, 55947.**