

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 Form.**
2. **Survey or Site Plan [two copies].**
3. **Building Plans [two sets].**
4. **Energy Code Compliance Forms.**
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 attached 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 [attached] 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**, 8a.m. to 5:00 p.m., Monday through Friday.

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, 8 a.m. to 5:00 p.m. at **507-895-4409**, or write to, **Shawn Wetterlin-Building Official, 315 Main Street, City of La Crescent, Minnesota, 55947.**