

## BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL ADDITIONS AND PORCHES 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 Application form.
2. Survey or Site Plan [two copies].
3. Building Plans [two copies].
4. Minnesota Energy Code Compliance Form
5. Miscellaneous as required.

A more detailed description of items 1-4 is listed below. After a preliminary review additional information may be required. Allow 7-10 working days for processing.

1. Building Permit Application: Complete a Building Permit Application form; application forms are available in the Building Department.

2. Survey or Site Plan: Provide an updated plan of the property showing the direction north, property lines, road right of ways, easements, existing buildings [with dimensions] and project address. Diagram the proposed addition location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required. (See sample attached.)

3. Building Plans: (See samples attached.)

A. Elevation Drawings [exterior views] of front, rear and sides of finished addition. 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, (provide an engineers signed roof truss specifications at the framing inspection.)

C. Floor Plans of the basement and each floor showing the length and width of the addition, room dimensions and use [bedroom, bathroom etc.], finished and unfinished areas, window and door locations, window manufacture and product number, header sizes, interior walls, stairs and plumbing/heating fixtures.

D. Window Schedule showing manufacture, model number and location.

4. Miscellaneous: Grading and/or Filling Permits may be required if significant parcel or topographical alterations are proposed.

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 concrete is placed].
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: Dave Holmand, to request an inspection or to answer electrical questions call: 507-346-7164, between 7am and 8:30 am, 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.

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, Paul Kenaga-Building Official, 315 Main Street, City of La Crescent, Minnesota, 55947.

