

## **BUILDING PERMIT PROCEDURES**

1. Applicant submits a completed building permit application form. Two (2) sets of blue prints are required for all construction. When surveyor staking is required, a diagram or site plan must accompany the permit including location of existing structures, location of proposed new structures or additions, distance from property lines and other structures and dimension of structures.
2. The building permit application and any plans are given to the Building Inspector for review.
3. The Building Inspector returns the building permit application to the City Office with the building plans stamped, fees calculated and an inspection card indicating what inspections are needed. (This process may take up to five days.)
4. The City personnel signs the building permit application authorizing the issuance.
5. If needed, the city surveyor's are contacted to stake the permit.
6. The applicant is contacted when the permit is ready for issuance and payment. The applicant does not receive the permit or have any inspections done until payment is made.
7. The Building Inspector may go to the construction site prior to any excavation to review plot plan stakes indicating where the structure will set; approval must be received prior to commencing the excavation.
8. Appointments for inspections during construction must be made by the applicant with a 24-hour notice; if not, inspections will be performed at the next earliest open appointment. Address, inspection record and approved plans must be posted at site, or no inspection will be performed, and a re-inspection fee may be charged. To call for inspection, contact MNSpect at 1-888-446-1801 to make an appointment.
9. If structure is to be wired for electricity, obtain an electrical permit and inspection from the State Electrical Inspector at 320-275-2151.
10. It is the responsibility of the contractor to call Gopher State One Call 1-800-252-1166 before beginning excavation in excess of 18 inches in depth. (M.S. 216D.01 to 216D.07)
11. The Municipal Light Plant must have access to their meter from outdoors. All fences must have gates for access to meters that are enclosed.
12. Prior to occupancy of any building, a final inspection must be performed. When it is necessary to issue a Certificate of Occupancy, the signed inspection record card is returned to City Hall. The City will issue the Certificate of Occupancy to the permit holder when signed by the Building Inspector.