

Building Permit Process – Single-Family Dwellings

1. Permit Application and Required Documents

Applicants should submit the building permit application **online, if available for the jurisdiction, or in person at the jurisdiction office.**

The applicant shall include the following:

- **Site Plan** – Showing property boundaries, location of all existing and proposed buildings, and dimensions indicating the distance from the building(s) to all property lines.
- **Legal Description and Property Address**
- **One Hard Copy of the Building Plans**
- **One PDF Copy of the Building Plans**
- **Energy Calculations**
- **Mechanical Calculations**
- **On-Site Septic and Well Information** – Required if the property is not served by municipal water and/or sanitary sewer.

2. Building Permit Review and Issuance

Building permit review and issuance normally takes approximately **10–14 business days.**

Please Note: This timeline begins once **all required information and documentation** have been received by Construction Management Services (CMS). Missing or incomplete information may delay the review process.

3. Permit Fees

The applicant is responsible for paying all applicable permit fees **prior to the start of construction** and before the permit(s) are released.

4. Required Inspections

The owner and/or contractor is responsible for scheduling **ALL required inspections.**

For a typical new single-family dwelling, the following inspections may be required:

1. Footing/Foundation

- Must be inspected **before concrete is poured.**

2. **Poured Wall**
3. **Backfill**
4. **Plumbing – Below Ground**
5. **Radon – Below Ground**
6. **In-Floor Heat** – If applicable.
7. **Mechanical Rough-In and Framing**
 - All applicable rough-in inspections should be completed at the same time.
8. **Fireplace Rough-In** – If applicable.
 - May be inspected at the same time as the Mechanical Rough-In and Framing inspections.
9. **Insulation**
10. **Final Gas Line and Final Plumbing**
11. **Final Building Inspection**

Additional inspections may be required depending on the scope and specific conditions of the project.

5. Certificate of Occupancy

A **Certificate of Occupancy** will be issued after all required final inspections have been completed and approved.

Prior to issuance of the Certificate of Occupancy, the following documentation may be required:

- **Blower Door Test**
- **Duct Leakage Test** – If applicable.

General Information

- All structures requiring a permit under the applicable Minnesota State Building Code and local requirements must obtain the appropriate permit before construction begins. Accessory/storage structures that are exempt from a building permit must still comply with applicable **zoning requirements**.

- Fences not exceeding **seven feet (7') in height** generally do not require a building permit; however, applicable local zoning requirements must still be followed.
- Permit fees are calculated using the applicable fee schedules and valuation methods.
- **Electrical permits and inspections** must be obtained and scheduled through the State of Minnesota or the applicable electrical inspector. *(See attached information.)*
- Building and plumbing contractors must be appropriately licensed through the **State of Minnesota**, when required. Applicable license numbers must be included on permit applications.
 - Residential contractors must be properly licensed when required by state law.
 - Homeowners performing their own work may be required to complete and sign the applicable **Homeowner/Contractor License Exemption or Self-Waiver form**. *(See attached form.)*
- Plumbing plans requiring state or delegated plan review must receive the appropriate approval before applicable plumbing inspections are scheduled. A copy of the required approval shall be provided to CMS when applicable.
- **Commercial Plumbing Plan Review:** CMS conducts Commercial Plumbing Plan Review for participating jurisdictions that have delegated or otherwise authorized CMS to provide this service. *(See attached information.)*

Applicable Codes

All work shall comply with the **Minnesota State Building Code, as adopted and amended by the State of Minnesota, and all other applicable state statutes, rules, codes, and local ordinances.**

The Minnesota State Building Code is established pursuant to **Minnesota Statutes, Section 326B.106, Subdivision 1**, and related provisions of Minnesota Statutes, Sections 326B.101 through 326B.194.