

Please visit Informational Form Tab on Website for Handouts/Supplements

Permit Application Guide

What is Required?

| Project Type | Application Form | Submittals - Required With Application | Plan Review | Informational Handouts/ Supplements (that may apply) |
|--|------------------|---|-------------|---|
| Accessory Building - Detached Garage (Floating slab) | Building | Site Plan, Building Plan, Garage Permit Supplement | Yes | Garage Accessory Building Information, Roofing and Water Resistant Barrier Handouts, Site Plan FAQ's, Wall Bracing |
| Accessory Building - Post Frame (Pole Barn) | Building | Site Plan, Building Plans, Post Frame Permit Supplement | Yes | Residential Round Footing Sizing Table, Site Plan, FAQ's |
| Addition | Building | Site Plan, Building Plan, Energy Code Compliance Certificate | Yes | Determined by Building Inspector on Case by Case Basis |
| Alteration or Repair (i.e. Bathroom Remodel) | Building | Building Plans / Detailed Description of Project | Yes | Determined by Building Inspector on Case by Case Basis |
| Basement Finish | Building | Floor Plan Showing Room Sizes, Locations and Uses | Yes | Handouts for Basement Finishing, Egress Window Sizing Chart, Window Well, Smoke & CO Alarm, Plumbing Checklist |
| Commercial Projects (All Types of Work) | Building | Contact Building Official | Yes | Determined by Building Official on Case by Case Basis |
| Deck Construction | Building | Site Plan, Building Plans, Deck Plan Details | Yes | Residential Stairs and Handrail Handouts, Composite Decking ESR (if applicable) |
| Demolition - Residential | Building | Site Plan | Yes | SFD Demolition Handout |
| Furnace / AC / Ventilation Replacement | HVAC | Description of Work on Application | No | Mechanical and Fuel Gas Code Checklist Specific To Project |
| General Inquires | --- | --- | --- | Consult Code Official |
| New Single Family Dwelling Construction | Building | Survey, Building Plans, Site Plan Showing Erosion Control (if not on survey), Energy Code Compliance Certificate, Spray Foam Information Sheet, Septic System Design and Management Plan, Cold Weather Concrete & Masonry (in winter months) | Yes | New House Permit Submittal Documents, New House Inspections, Handouts For: Egress Window Sizing Chart, Window Wells, Passive Radon System, Stairs, Handrails, Safety Glass, Water Resistant Barrier and Smoke & CO Alarms |
| Roof Replacement | Roof | Description of Work on Application | No | Roofing Handout |
| Septic System Treatment System (SSTS) | SSTS | Licensed Design, University of MN Management Plan | Yes | Site Plan, Well Setbacks |
| Siding Replacement | Siding | Description of Work on Application | No | Water Resistant Barrier Handout, Siding: Permits, Licenses, Inspections |
| Swimming Pool (Above Ground) | Building | Site Plan - Pool Specifications | Yes | Site Plan FAQ, Swimming Pool & Hot Tub Handout |
| Swimming Pool (In-Ground) | Building | Site Plan - Pool Specifications | Yes | Site Plan FAQ, Swimming Pool & Hot Tub Handout |
| Plumbing of Any Type (i.e. Water Heater) | Plumbing | Description of Work on Application | No | Residential Plumbing Checklist |
| Window or Exterior Door Replacement (Same Size) | Window & Door | Window Supplement Sheet | No | Window or Exterior Door Replacement, Smoke & CO Alarm |