

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 Resistive 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 Resistive 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 Resistive 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