

# KANDIYOHI COUNTY BASEMENT OR INTERIOR REMODELING PERMIT REQUIREMENTS

12-30-09

The following information must be submitted to the Building Department before a building permit can be processed and approved. A more detailed description of items 1-4 is listed below.

1. **Permit application form**
2. **Building plans (two copies)**
3. **Description of work**
4. **Septic Compliance (if applicable)**

After a preliminary review, additional information may be required. Allow a minimum of **10** (ten) working days for processing.

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**1. Building Permit Application:** Complete a Building Permit application form. Application forms and handouts are also available on-line at [www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)

**2. Building Plans (two sets):** Provide floor plans showing the length and width of each floor and all room dimensions, finished and unfinished areas, interior walls, beams, and existing walls. Indicate all walls that are to be removed, plumbing and mechanical fixtures and label on the floor plan how each area will be used (bedroom, recreation room, etc.).

**3. Description of work:** Provide a detailed written description of the work being done.

#### **4. Septic Compliance:**

Septic Compliance *may or may not* be required depending on the type of construction and/or zone the property lies within. This requirement would be determined upon review of your project during the initial visit for permits. If septic compliance information is required, it must be submitted with the building permit application. Permits will not be issued until septic compliance information is submitted.

None Required

New Design

Septic Compliance Inspection

GREEN LAKE SANITARY SEWER WATER DISTRICT

Contact Ron Hagemeyer 320-796-4523 fax 320-796-4561

EAGLE LAKE SANITARY SEWER DISTRICT

Contact Chuck Ericson 320-235-5010

## GENERAL INFORMATION

### BASEMENT OR INTERIOR REMODELING

#### Required Inspections

1. **Framing** - after the electrical and plumbing rough-in work has been completed.
2. **Plumbing** – Plumbing drain, waste and vent systems require a 5 psi air test that must hold firm for 15 minutes.
3. **Insulation/Vapor Retarder** - vapor retarder must be sealed to the framing members.
4. **Drywall** - after all drywall has been installed but prior to taping.
5. **Plumbing Final** - the manometer test must hold 1” water column.
6. **Building Final** – after all construction is complete and the electrical final has been completed by the Minnesota State Electrical Inspector.
7. **Mechanical** (if required).

**To schedule all building and plumbing inspections please call 320-231-6229  
Please call a minimum of 24 hours in advance to prevent construction delays.**

**Electrical:** Must be inspected and approved by the State Electrical Inspector. To request an inspection or to answer electrical questions call: Don Wagoner at 320-693-8497. Call between 7:00 am and 8:30 am Monday through Friday.

If you have any questions, please contact the building department Monday – Friday, 8:00 am to 4:30 pm at:

**Department of Environmental Services  
400 Benson Ave SW  
Willmar MN 56201  
Ph. 320-231-6229 / Fax 320-231-6564 / [www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)**