

KANDIYOHI COUNTY
SINGLE-FAMILY DWELLING - Relocated Existing Structure
PERMIT REQUIREMENTS

01-05-10

The Kandiyohi County Zoning Ordinance does not allow dwelling units less than 14 feet in width

The following information must be submitted to the building department before a building permit can be processed and approved.

- 1. Building Permit Application Form.**
- 2. Site Plan (two copies)**
- 3. Building Plans (two copies)**
- 4. Septic Compliance (if applicable)**
- 5. Miscellaneous as required**

A more detailed description of items 1-5 is listed below. After a preliminary review additional information may be required. Allow a minimum of **10** (ten) working days for processing.

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

2. Site Plan: Complete the Site Plan form providing an updated diagram of the property. The type of information required and details to be included regarding the construction site is listed at the top of the form. An example of a site drawing is provided for reference. A registered survey may be required.

3. Building Plans (two copies):

- A. Floor Plans of all levels showing the dimensions of the house, interior rooms and use of each room (bedroom, bathroom, etc.), window and door locations (safety glazing if required), interior walls, header sizes, stairs, plumbing and mechanical equipment.
- B. Section Drawings is a side cutaway view showing the details of the footings, foundation construction, dampproofing/waterproofing and drain tile. A minimum R-10 foundation insulation is required.
- C. Include building plans for the deck and garage if applicable.

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.

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| <input type="checkbox"/> None Required | <input type="checkbox"/> GREEN LAKE SANITARY SEWER WATER DISTRICT |
| <input type="checkbox"/> New Design | <input type="checkbox"/> Contact Ron Hagemeyer 320-796-4523 fax 320-796-4561 |
| <input type="checkbox"/> Septic Compliance Inspection | <input type="checkbox"/> EAGLE LAKE SANITARY SEWER DISTRICT |
| | <input type="checkbox"/> Contact Chuck Ericson 320-235-5010 |

5. Miscellaneous:

Fireplace: Masonry fireplaces must be installed and inspected to code. Prefabricated fireplaces installed per the manufacturer's installation instructions. Provide installation instructions on-site during the rough-in and final inspection.

Driveway permits: Driveway permits are required for access from State, County and Township roads. For specific requirements for State Highways contact the Department of Transportation at 320-214-3776, for County Roads contact the Public Works Department at 320-235-3266, for Township Roads contact your Twp Clerk.

Zoning: After review for zoning compliance, a zoning permit application is required if a Variance, Conditional Use Permit or special evaluation is necessary. Permits will not be issued until the specific parcel of land is deeded in the applicant's name.

Permit Fees: Building and Zoning fees will be determined after the application and plans have been reviewed. Fees must be paid in full before a permit can be issued or work can begin.

Electrical: Must be inspected and approved by a State Electrical Inspector. To obtain a permit, request inspections or to answer electrical questions call: Don Wagoner at 320-693-8497 between 7:00 AM and 8:30 AM Monday thru Friday.

GENERAL INFORMATION

Single-Family Dwelling – Relocated Existing Structure

Required Inspections:

1. Footings - after forms and re-enforcing are in place but prior to placement of concrete.
2. Foundations - block and wood foundations prior to backfill; cast in place concrete after the forms and re-enforcing are in place but prior to placement of concrete, then again prior to backfill. Water/Damp-proofing and drain tile must be in place for this inspection.
3. Under Slab Compaction/Vapor Barrier – prior to pouring concrete a soil compaction test is required. (A 6 mil vapor retarder is required under the slab in heated spaces).
4. Plumbing – under slab rough-in includes a 5 psi air test that must hold firm for 15 minutes.
5. Plumbing – rough in after all water piping and waste and vent piping is installed. The waste and vent system requires a 5 psi pressure test and must hold firm for 15 minutes.
6. Mechanical – rough in when all ducting, furnace and mechanical equipment is installed and prior to sheet rocking.
7. Gas Piping – The test pressure to be used shall be no less than 1½ times the proposed maximum working pressure, but not less than 25 psig irrespective of design pressure. The test duration shall not be less than 10 minutes.
8. Framing – when all the framing is complete and prior to installation of the insulation.
9. Energy – when the insulation, sealed vapor retarder and attic ventilation is complete.
10. Drywall – after all drywall has been installed but prior to taping.
11. Plumbing final – manometer test of the waste and vent piping after all fixtures have been set.
12. Final – after the house is complete, the final electrical inspection has been done and approved and all other inspections including corrections have been completed.

A **Certificate of Occupancy** is required before the house can be occupied. All the required inspections must be completed and approved including final approval from the State Electrical Inspector.

Inspection Requests: For inspections call 320-231-6229, a minimum **24** hours in advance. For electrical inspections call: Don Wagoner at 320-693-8497.

Excavations: Before excavating call Gopher State One Call 48 hours in advance at 1-800-252-1166, to verify the location of underground utilities, etc. **Gas & Electrical Utilities:** Contact your local supplier for specific requirements.

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