

KANDIYOHI COUNTY BUILDING PERMIT REQUIREMENTS

BUSINESS / COMMERCIAL / INDUSTRIAL

1-30-18

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

1. **Building Permit Application.**
2. **Survey or Site Plan.**
3. **Building Plans may need to be designed by Minnesota licensed design professionals.**
4. **Department of Health Plumbing Plan Review (your plumbing system must be approved by the Minnesota Department of Health Prior to installation).**
5. **Septic Compliance (if applicable).**
6. **Miscellaneous as required.**

A more detailed description of items 1 - 5 is listed below. After preliminary review, additional information may be required. Allow a minimum of **ten (10)** 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 also be required.
3. **Building Plans:** **Some business/commercial/industrial use structures are required by state statute to be prepared by and signed by a MN Licensed Architect, Structural Engineer and Mechanical Engineer.** Contact the Building Official to determine if your building requires these design professionals.
 - A. **Elevation Drawings** - Provide exterior views of front, rear, and sides of the finished building.
 - B. **Floor Plans** - Provide floor plans of the basement and each floor showing the dimensions of the building, interior rooms and use of each room, window and door locations, interior walls, header sizes, stairs, plumbing and mechanical equipment.
 - C. **Section Drawings** - Provide a side cutaway view showing the details of the footings, foundation construction, water/damp proofing, insulation, floor, wall and roof construction.
 - D. **Plumbing Plans**- Plumbing plans must be submitted to and approved by the MN Department of Health - Plumbing Division. Provide the Health Department letter of approval and two sets of plumbing plans to the county prior to installing the plumbing system.
4. **Septic Compliance:**

Septic Compliance **may** 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.

<input type="checkbox"/> None Required	<input type="checkbox"/> GLACIAL LAKES SANITARY SEWER AND WATER DISTRICT
<input type="checkbox"/> New Design	Contact Colleen Thompson 320-796-4523 fax 320-796-4561
<input type="checkbox"/> Septic Compliance Inspection	<input type="checkbox"/> EAGLE LAKE SANITARY SEWER DISTRICT
	Contact Mike Reynolds 320-894-8200

5. MISCELLANEOUS

Pre-Construction Meeting: A meeting with the County staff should be scheduled to determine if the proposed use is permitted by the zoning, building and county ordinances.

Special Inspections: 2015 MBC requires the architect or engineer of record to indicate what special inspections are required (if any) and who will be performing the special inspections, subject to the approval of the Building Official.

Access Approval: Access approvals are required for access from State, County, and Township roads. For specific requirements for State highways contact the MN Department of Transportation at 320-214-3776, for County roads contact the County Highway Department at 320-235-3266, for Township roads contact your Township Clerk.

General Zoning: Check with the County Zoning Office for any land use related issues.

Permit Fees: Permit 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 construction can begin.

Electrical Wiring: Wiring must be inspected and approved by a State Electrical Inspector. To request an inspection or to answer electrical questions call: Tom McCormick 320-593-2731 between 7:00 AM and 8:30 AM Monday through Friday.

GENERAL INFORMATION BUSINESS/COMMERCIAL/INDUSTRIAL

Required Inspections:

1. **Footings** - After forms are in place, but prior to placement of concrete.
2. **Foundations** - Prior to backfilling. (water/damp proofing and drain tile must be in place)
3. **Under Slab Compaction/Vapor Retarder** - Prior to pouring concrete a soil compaction test is required. A vapor retarder not less than 6 mil in thickness is required under the slab in heated spaces.
4. **Plumbing** - Under slab rough-in includes a 5 psig air test that must hold firm for 15 minutes.
5. **Fireplaces and Masonry Chimneys Rough-In** - For pre-fabricated when framing is complete; for masonry fireplaces when the throat is set, masonry chimneys when starting.
6. **Mechanical Rough-In** - When complete, prior to covering.
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 ten minutes.
8. **Framing/Structural** - When all the framing is complete or in phases on large projects.
9. **Plumbing** - Rough in after all water piping and drain, waste and vent piping has been installed. (The waste and vent system requires a 5 psig pressure test and must hold firm for 15 minutes).
10. **Insulation** - When the insulation, sealed vapor retarder, fire stopping and draft stopping are in place.
11. **Drywall** - Prior to taping.
12. **Plumbing Manometer Test** - When the system is complete and after all fixtures are set the manometer test must hold 1" water column pressure differential.
13. ***Special Inspections** - May be required on soils, concrete, welding, bolting, fire resistive construction and similar components. The Building Official, Architect or Engineer of record shall indicate what special inspections are required. A special inspector approved by the Building Official must perform the special inspections and file copies of all reports with the Building Official.
*Depending on the project inspection of exterior and interior wall finish, fire suppression systems, alarms, elevators, fire stopping, etc. may be required.
14. **Building Final** - When the structure is complete and all required inspections have been approved, including the electrical final, zoning requirement have been met including sewer and water issues.

A Certificate of Occupancy: A Certificate of Occupancy is required before the structure can be occupied. All the required building inspections must be completed and approved for compliance, the septic system installed and inspected and final approval received from the State Electrical Inspector.

For inspections call 320-231-6229 a minimum of 24 hours in advance.

Excavation: Prior to excavating call Gopher State One Call 48 hours in advance at 1-800-252-1166 to verify the location of underground utilities etc.

Gas and Electric Utilities: Contact your local utility 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 320-231-6263 / www.co.kandiyohi.mn.us**