

KANDIYOHI COUNTY BASEMENT OR INTERIOR REMODELING PERMIT REQUIREMENTS

1-30-18

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**
3. **Description of Work**
4. **Septic Compliance (if applicable)**

After a 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. Building Plans: 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* be required depending on the type of construction project 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 |

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 psig air test that must hold firm for 15 minutes.
3. **Insulation/Vapor Retarder** - Vapor retarder must be sealed to the framing members.
4. **Plumbing Final** - The manometer test must hold 1" water column.
5. **Building Final** - After all construction has been completed, including the electrical final.
6. **Mechanical** (if required).

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

Electrical: Wiring must be inspected and approved by the State Electrical Inspector. To request an inspection or to answer electrical questions call: Tom McCormick at 320-593-2731. 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 320-231-6263 / www.co.kandiyohi.mn.us**