

KANDIYOHI COUNTY BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL ADDITIONS AND PORCHES 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 Form**
2. **Site Plan**
3. **Building Plans including Truss Drawings**
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 **ten** (10) 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
 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:**
 - A. **Elevation Drawings:** Drawings should include exterior views of the front, rear and sides of the finished addition. Indicate the height from finished grade to the top of the sidewalls and peak.
 - B. **Section Drawings:** Section drawings should include side cut-away drawings showing the details of the footings, foundation, floor, wall, and roof construction. Provide the engineered roof truss drawings from the manufacture with the permit application.
 - C. **Floor Plans:** Floor plans of the basement and each floor shall include the length and width of the addition, room dimensions and use (bedroom, bathroom, etc.), finished and unfinished areas, window and door locations, header sizes, interior walls locations, stair systems, plumbing fixtures and the heating equipment you intend to use.

4. **Septic Compliance:**

A Septic Compliance inspection **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.

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|-------------------------------------------------------|--------------------------------------------------------------------------|
| <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:** Grading and/or Filling Permits may be required if significant parcel or topographical alterations are proposed.

Zoning: The submitted plan will be reviewed for zoning compliance. If additional information, permit, and/or hearings are necessary, the zoning office will contact you.

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

GENERAL INFORMATION

Residential Additions & Porches

Required Inspections

1. **Footings** - After forms are in place, but prior to placement of concrete, gravel or sand. **All footings require a 5000 psi concrete mix design.**
2. **Foundations** - Block or wood prior to backfilling, poured concrete when forms are set and reinforcing steel is in place, then again prior to backfilling
3. **Plumbing underground rough-in** - Requires a 5 psig air test that must hold firm for 15 minutes.
4. **Plumbing drain, waste and vent system** - Requires a 5 psig air test that must hold firm for 15 minutes.
5. **Framing** - After the electrical, mechanical, and plumbing rough-in work has been completed.
6. **Mechanical rough-in** - After all ducting has been placed.
7. **Insulation/vapor retarder** - The vapor retarder must be sealed to the framing members. Energy type electrical boxes or an approved alternate must be used on the exterior walls and ceilings.
8. **Plumbing final** - The manometer test must hold 1" water column.
9. **Building final** - After all construction has been completed, including the electrical final.

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

Gas and Electric Utilities: Contact your local supplier for specific requirements

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.

Excavations: 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.

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**