

KANDIYOHI COUNTY

POLE BUILDING REQUIREMENTS

1-30-18

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

Structures used for commercial purposes require professional design by a licensed Architect and Structural Engineer. Structures used as a Single Family Dwelling require the building plans be designed by a licensed Structural Engineer.

If the building is for **agricultural use** (livestock, produce or farm implement storage), contact the zoning department for a land use permit.

1. **Permit Application Form**
2. **Survey or Site Plan**
3. **Building Plans**
4. **Roof Truss Specifications**
5. **Septic Compliance (if applicable)**
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 on the back for reference. A registered survey may be required.
 3. **Building Plans:**
 - A. **Section Drawing:** Provide (side cutaway drawing) showing the footing width, thickness, and depth below grade, anti-wind lift for the pole, pole dimensions, wall construction, wind bracing, roof framing, purlin spacing and grade of lumber, truss bracing and connection, and roof covering material.
 - B. **Floor Plan:** Provide floor plans showing length and width of the building, post spacing, window/door locations, header sizes, interior walls and plumbing fixtures heating equipment to be used if any. Write on the floor plan a written description of the use of all areas of the building such as cold storage, heated space, bathroom, car storage area, shop area, etc.
 - C. **Elevation Drawings:** Provide drawings of the front, rear and sides of the finished building. Include side wall height and the height to the peak from grade.
 4. **Roof Truss Specifications:** Provide a copy of the manufacturer's roof truss design (signed by a licensed engineer showing the truss span, spacing, design snow load, dead loads, required bracing, spacing and grade of the lumber used for the roof purlins). Check with the local Building Official before ordering trusses to determine the minimum snow load that is required for the proposed use of the building.

5. Septic Compliance:

A septic Compliance inspection *may* be required depending on the 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 |

GENERAL INFORMATION POLE BUILDING

Required Inspections

1. **Footings** - Before concrete is placed. Concrete “cookies” are not permitted. Footings must be cast in place concrete.
2. **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 if the space is to be heated.
3. **Framing Inspection** - After all framing has been completed.
4. **Final Inspection** - After all construction has been completed.
* Additional Inspections may be required. (Plumbing, insulation and if it is to be heated)

For inspections call 320-231-6229, a minimum 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 thru Friday.

EXCAVATIONS: Before excavating, call Gopher State One Call a minimum of 48 hours in advance at 1-800-252-1166 to verify the location of underground utilities, etc.

PERMITTED USE: Typically pole buildings are permitted for residential accessory buildings.

Note: *If the pole building is for business or commercial use, contact the building department for additional requirements. If the building's use changes in the future, the use must be approved by the building official and zoning department. Additionally, it must comply with all applicable ordinances and building codes.*

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