

**MUNICIPAL INSPECTIONS, INC.**  
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**NEW CONSTRUCTION BUILDING PERMIT APPLICATION PROCEDURE**

Each application for a building permit shall be accompanied by the data indicated below.  
**Failure to submit complete information will result in rejection of the permit application.**  
Please read carefully the listed requirements.

**ALL APPLICATIONS:**

1. Completed application forms including all information required in the numbered spaces, dated, and signed by the applicant.
2. **Two copies of building plans**, drawn to scale, together with specifications containing the following minimum information: (requirement for building plans may be waived by the Building Official for small structures or minor work). Where manufacturer or dealer requires the return of one approved set of plans, three copies will be necessary.
  - a) **Certificate of Survey.**- Three (3) Certificates of Survey are required for all new construction projects. One survey should address Erosion Control per the Engineering Department. (See attached Certificate of Survey requirements.)
  - b) **Erosion Control Plan** - Submit Erosion Control Plan with all new construction projects. Erosion control plan shall show the 3 inch minus rock construction entrance, location of silt fence prior to footing and locations after backfill of foundation. The erosion control plan shall also show that mulch and seed will be installed after backfill and continue to be maintained throughout construction. Spoil pile shall also be identified on plan with silt fence installed around it at all times. Plans shall also note that streets will be cleaned daily.
  - c) **Floor Plans** - Each floor or level including basement or foundation, decks, porches, garage, or carport. Size, spacing, and direction of floor and ceiling framing members, girders, beams, columns and piers. Location and size of all permanently installed cabinets, plumbing fixtures, heating, ventilation, and air conditioning equipment.
  - d) **Exterior Elevations** - All sides of building showing windows, doors, finished grades, exterior finish, depth of footings, foundation walls, piers and finished floor elevations.
  - e) **Details and Sections** - A minimum of one section detail through exterior wall for each type of construction proposed, showing materials and dimensions of each member from footing to the highest point of the roof. Details including calculations and stress diagrams together with manufacturer's specifications are required for all roof trusses. Fireplaces, if proposed, must be detailed in plan and cross section. Details and calculations are required for each critical construction detail including beams, overhanging or cantilevered joists, stairways, balconies, or other unique structural features. Information and calculations pertaining to thermal transmittance values and resistance values of each proposed material are required and may be shown either on plans or in specifications. (See detailed energy requirement sheet for complete listing of information.)

- f) **Mechanical Designs** - Complete calculations details and specifications are required for heating, ventilation, humidification/de-humidification, and air conditioning installation as to type, manufacturer, and model. Identification of and specifications for water heating equipment shall also be provided.
  - g) **Specifications** - May be separate or part of drawings and shall include description of materials to be used, identified as to grade, species, type, manufacturer, and conditions of use. If not included on plan, specifications shall include detailed thermal transmittance calculations together with supporting data used in computations. (U Comp Form).
3. In any instance where an application requires a variance to existing codes or ordinances or special use permits, and an approval of variance or special use permit by the local governing body, is not submitted with the permit application, such application will be returned together with necessary instructions for use in application to the local government for the required zoning section.
  4. All applications for structures, which require driveway access or involve a change in use of an existing access to a county or state highway, must be accompanied by an access permit issued by that highway department.
  5. Applications for permits for structures, alterations, or modification of structures served by individual on-site sewage treatment systems will be processed only after a permit has been approved for such sewage systems.
  6. One set of building plans and specifications noted with correction or code compliance data and stamped as approved by the Building Official will be returned with the permit. This approved copy must be kept on the individual job site, available to inspection personnel throughout the construction.
  7. A Certificate of Occupancy is required prior to the use of occupancy of any structure or part of structure erected, altered, or changed in use. This certificate will be issued by the Building Official at such time as final inspections demonstrate that code compliance has been achieved. For extensive remodeling projects, the Certificate of Occupancy may be revoked.

**CALL 952-461-4777 TO SCHEDULE INSPECTIONS BETWEEN THE HOURS OF 8:00 A.M. TO 9:00 A.M.**

**THE FOLLOWING IS A LIST OF REQUIRED INSPECTIONS:**

**FOOTING INSPECTION  
FOUNDATION PRIOR TO POURING  
FOUNDATION PRIOR TO BACKFILL  
FRAMING INSPECTION  
LATH  
SHEATHING  
FIREPLACE ROUGH-IN AND FINAL  
INSULATION INSPECTION  
PLUMBING ROUGH-IN & FINAL  
GAS LINE AIR TEST  
HEATING ROUGH-IN & FINAL  
GRADING PRIOR TO SODDING  
FINAL INSPECTION**

**\*ADDITIONAL INSPECTIONS MAY BE REQUIRED BY THE FIELD INSPECTOR**

**Your Building Permit does not include the State Electrical Permit or Electrical Inspection. Please contact Randy Edel at 507-334-3748 between 7:00 A.M. and 8:30 A.M. to speak with him regarding electrical permits or to schedule an inspection.**

**SECTION R105.3.2 of the International Building Code**

Expiration – Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.