

City of Kasson Building Permit Process

1. All structures (except storage buildings under 200 sq. ft.) require a building permit, all must conform to the applicable zoning regulations. Applicant must submit completed application to the Kasson Planning Department for review.

Applicant shall include:
 - a. Site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
 - b. Legal description and address of property.
 - c. Two sets of plans which include footing, foundation, wall & roof details. CMS will release permit after energy calculations, makeup and combustion air calculations (mechanical calculations) and energy compliance certificate are approved. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
 - d. On-site and well information if building is not municipal water and/or sanitary sewer.
2. Building permit review and issuance normally takes 10 to 14 working days.
3. Applicant pays all fees when he/she picks up the permit(s) before construction.
4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required:
 - a. Footing/foundation. This is made **prior** the concrete being poured.
 - b. Poured foundation walls
 - c. **Back Fill and Water Proofing**
 - d. Plumbing Rough-in – below ground
 - e. **Radon – Before any foam is placed**
 - f. Mechanical Rough-in – heat/vent – in-floor & underground heat
 - g. Framing – Truss specifications to be on site.
 - h. Plumbing Rough-in - above ground
 - i. Heat & Ventilation Rough-in
 - j. Fireplace Rough-in. This inspection is made **prior** to enclosing unit.
 - k. Insulation
 - l. Finals – building, plumbing, mechanical (heat/ventilation & gas lines)
5. Certificate of Occupancy shall be issued upon completion of all approved work.

GENERAL INFORMATION:

- **TRACE WIRE IS REQUIRED ON ALL SERVICES**
- All structures except storage buildings 200 sq. ft. or less require a building permit. Storage buildings 200 sq. ft. or less must still comply with all applicable zoning regulations.
- Fences not over seven feet (7') high do not require a building permit.
- Permit fees are based on valuation established from State of Minnesota data sheets.
- Refund and Cancellation Policy: Upon request of cancellation of building permits, charges or refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.
- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.
- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code adopted under Minnesota Statutes, Section 326B.106, subdivision 1, includes the following chapters:
 1. Chapter 1300 – Minnesota Building Code Administration
 2. Chapter 1301 - Building Official Certification
 3. Chapter 1302 - State Building Code Construction Approvals
 4. Chapter 1303 - Special Provisions
 5. Chapter 1305 – Minnesota Building Code
 6. Chapter 1306 - Special Fire Protection Systems
 7. Chapter 1307 – Elevators and Related Devices
 8. Chapter 1309 - Minnesota Residential Code - 2012
 9. Chapter 1311 – MN Conservation Code for Existing Buildings
 10. Chapter 1315 - Minnesota Electrical Code
 11. Chapter 1325 - Solar Energy Systems
 12. Chapter 1335 - Floodproofing Regulations
 13. Chapter 1341 - Minnesota Accessibility Code
 14. Chapter 1346 - Minnesota Mechanical Code
 15. Chapter 1350 - Manufactured Homes
 16. Chapter 1360 - Prefabricated Structures
 17. Chapter 1361 – Industrialized/Modular Buildings
 18. Chapter 1370 - Storm Shelters (Manufactured Home Parks)
 19. Chapter 4715 - Minnesota Plumbing Code
 20. Chapter 1322 and 1323 - Minnesota Energy Codes
 21. Chapter 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS
CONSTRUCTION MANAGEMENT SERVICES
(507) 282-8206**

Date Received: _____ Date Paid/Picked-up _____ Permit # _____

**APPLICATION FOR BUILDING PERMIT
CITY OF KASSON, MINNESOTA**

Applicant: _____ Phone No: _____
Address: _____ Proposed Project: _____
Contractor: _____ Phone No: _____
State License No: _____ Plumber's Name/License # _____
Building Site Location/New Address: _____

TYPE OF CONSTRUCTION

New Single Family Multi-Family Addition/Alteration Deck Demolition
 Move Sign Plumbing Mechanical Pool Commercial/Industrial

Proposed Project: _____ Currently Zoned: _____

Legal Description of Property: _____

Size of Lot or Parcel: _____ Water Service Line Size: _____

Building Size: _____ (sq. ft.) Total sq. ft. of all accessory buildings & hard surface (driveway, etc.): _____

SET BACKS: Front Property Line _____ ft. Rear Property Line _____ ft. Side Line _____ ft. Side Line _____ ft.

Year House was built: _____ If pre-1978 – list name of qualifying contractor or company with certification for lead abatement. _____ (MN Statute 144.9501-144)(Remodel Only)

UTILITIES REQUIRED: SEWER WATER ELECTRIC

**A SKETCH DRAWN TO SCALE SHOWING ALL DIMENSIONS AND DISTANCES FROM LOT LINES
MUST BE ATTACHED ALONG WITH TWO (2) COPIES OF PLANS.**

I hereby declare that I am the Owner, or authorized agent of the owner of the above described property and I agree to construct the building or use herein described in accordance with the regulations and ordinances that govern said improvement within the City of Kasson and that the foregoing information contained on this permit is a true and correct statement of my intentions.

Signed by Applicant: _____

Date: _____ Please Print Name: _____

(TO BE COMPLETED BY CITY)

VALUATION: \$ _____

Building Permit Fee: \$ _____ Plan Check Fee: \$ _____ Surcharge: \$ _____

BUILDING PERMIT APPROVED BY: _____ DATE: _____

Water Connect Fee: \$ _____ Water Tap Fee: \$ _____ Water Meter Fee: \$ _____

Sewer Connect Fee: \$ _____ Sewer Tap Fee: \$ _____ Sump Pump Fee: \$ _____

Electric Meter Fee: \$ _____ Curb Top Fee: \$ _____ Other Fees: \$ _____

Electric Connect Fee: \$ _____ Plumbing: \$ _____ Mechanical: \$ _____

ZONING APPROVED BY: _____ DATE: _____

Building Permit Fees: \$ _____ Zoning Fees: \$ _____ **Total Amount Due: \$ _____**

Zoning District: _____ Setbacks: Front _____ Rear _____ R. Side _____ L. Side _____

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I, _____ (print name) understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at _____ is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. §514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd.16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the City of Kasson may also result in criminal prosecution and/or civil penalties pursuant to applicable city/township ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City of Kasson for compliance with all applicable building codes and city/township ordinances in connection with the work being performed on this property.

Name (signature)

Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069. The Web site is: www.doli.state.mn.us/contractor

N1101.8 Certificate Builders Name/ Company	Date: _____ Site Address: _____
	Contractor Name: _____ License Number: _____

Additions *

<i>Location</i>	<i>Type of Insulation</i>	<i>Installed R-Value</i>		<i>Type</i>	<i>Location</i>	<i>Size</i>
				Makeup Air		
Roof/Ceiling				Combustion Air		
Walls				Water Heating		
Slab-on-Grade						
				<i>Manufacturer</i>	<i>Model</i>	
Floor						
				Ducts Outside of Conditioned Spaces		
Rim Joist						
		Interior, Exterior or Integral		<i>Location</i>	<i>R-Value</i>	
Foundation Wall						
		Interior, Exterior or Integral				

	<i>Average U-Factor</i>	<i>SHGC (solar heat gain coefficient)</i>			<i>Passive</i>	<i>Active</i>
* Fenestration				Radon Control	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Type</i>	<i>Input Rating</i>	<i>AFUE</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Calculated Heat Loss</i>
Heating System						

	<i>Type</i>	<i>Output Rating</i>	<i>SEER</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Cooling Load/Heat Gain</i>
Cooling System						

	<i>Type</i>	<i>Location</i>	<i>Continuous Ventilation</i>	<i>Total Ventilation</i>
Mechanical Ventilation				

*Information required on additions