

## BUILDING PERMIT PROCESS

(Revised 3-31-20)

1. Applicant shall submit application to the responsible jurisdiction.  
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:

- 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.
- 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:
  - A. 1300 – Minnesota Building Code Administration;
  - B. 1301 - Building Official Certification;
  - C. 1302 - State Building Code Construction Approvals;
  - D. 1303 - Special Provisions;
  - E. 1305 – Minnesota Building Code;
  - F. 1306 - Special Fire Protection Systems;
  - G. 1307 – Elevators and Related Devices ;
  - H. 1309 - Minnesota Residential Code;
  - I. 1311 – MN Conservation Code for Existing Buildings;
  - J. 1315 - Minnesota Electrical Code;
  - K. 1325 - Solar Energy Systems;
  - L. 1335 - Floodproofing Regulations;
  - M. 1341 - Minnesota Accessibility Code;
  - N. 1346 - Minnesota Mechanical Code;
  - O. 1350 - Manufactured Homes;
  - P. 1360 - Prefabricated Structures;
  - Q. 1361 – Industrialized/Modular Buildings ;
  - R. 1370 - Storm Shelters (Manufactured Home Parks);
  - S. 4714 - Minnesota Plumbing Code;
  - T. 1322 and 1323 - Minnesota Energy Codes;
  - U. 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS  
CONSTRUCTION MANAGEMENT SERVICES  
507-282-8206 - 800-940-2547**

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: \_\_\_\_\_

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(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.

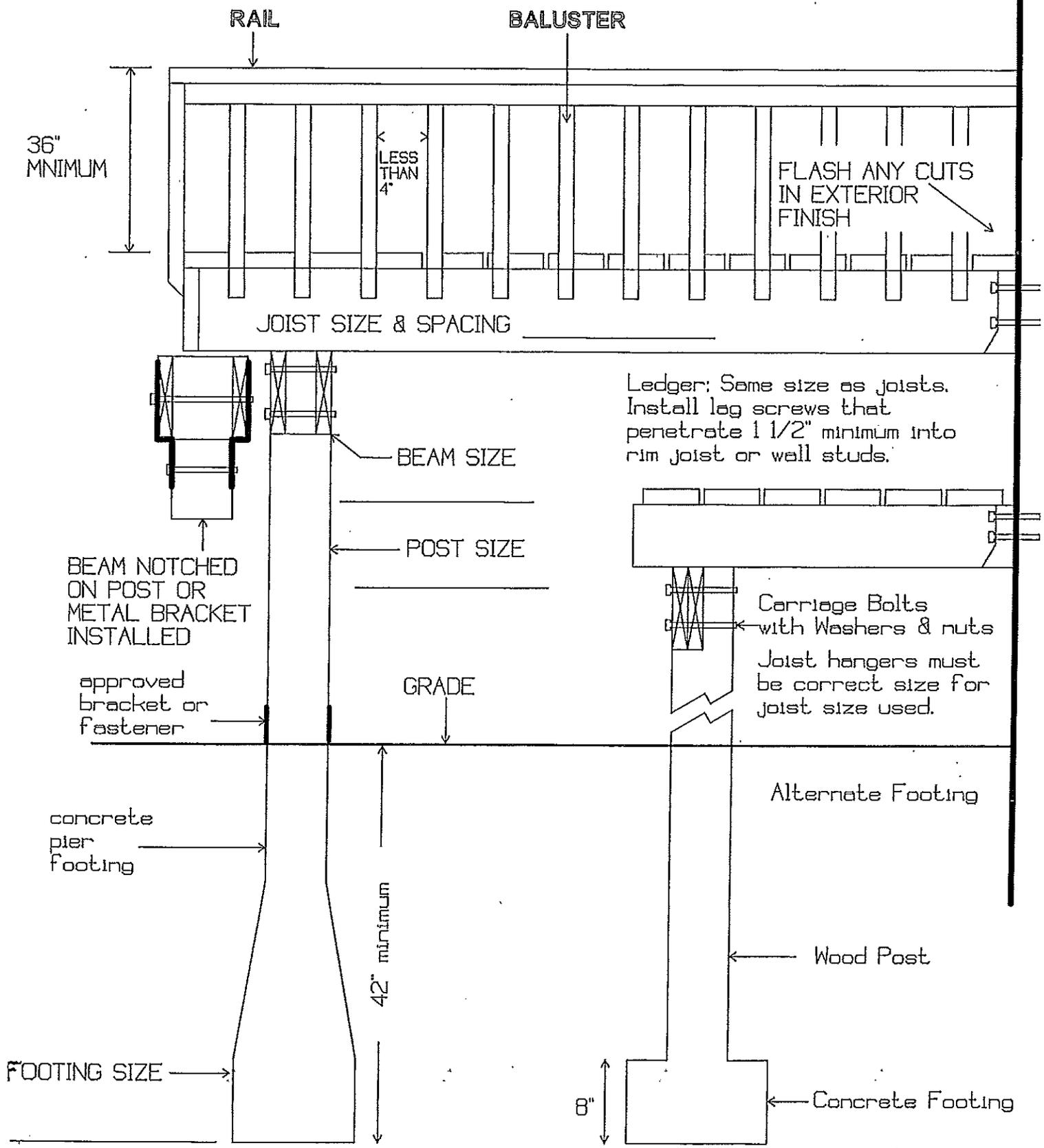
I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City of Kasson for compliance with all applicable building codes and city/township ordinances in connection with the work being performed on this property.

\_\_\_\_\_  
Name (signature)

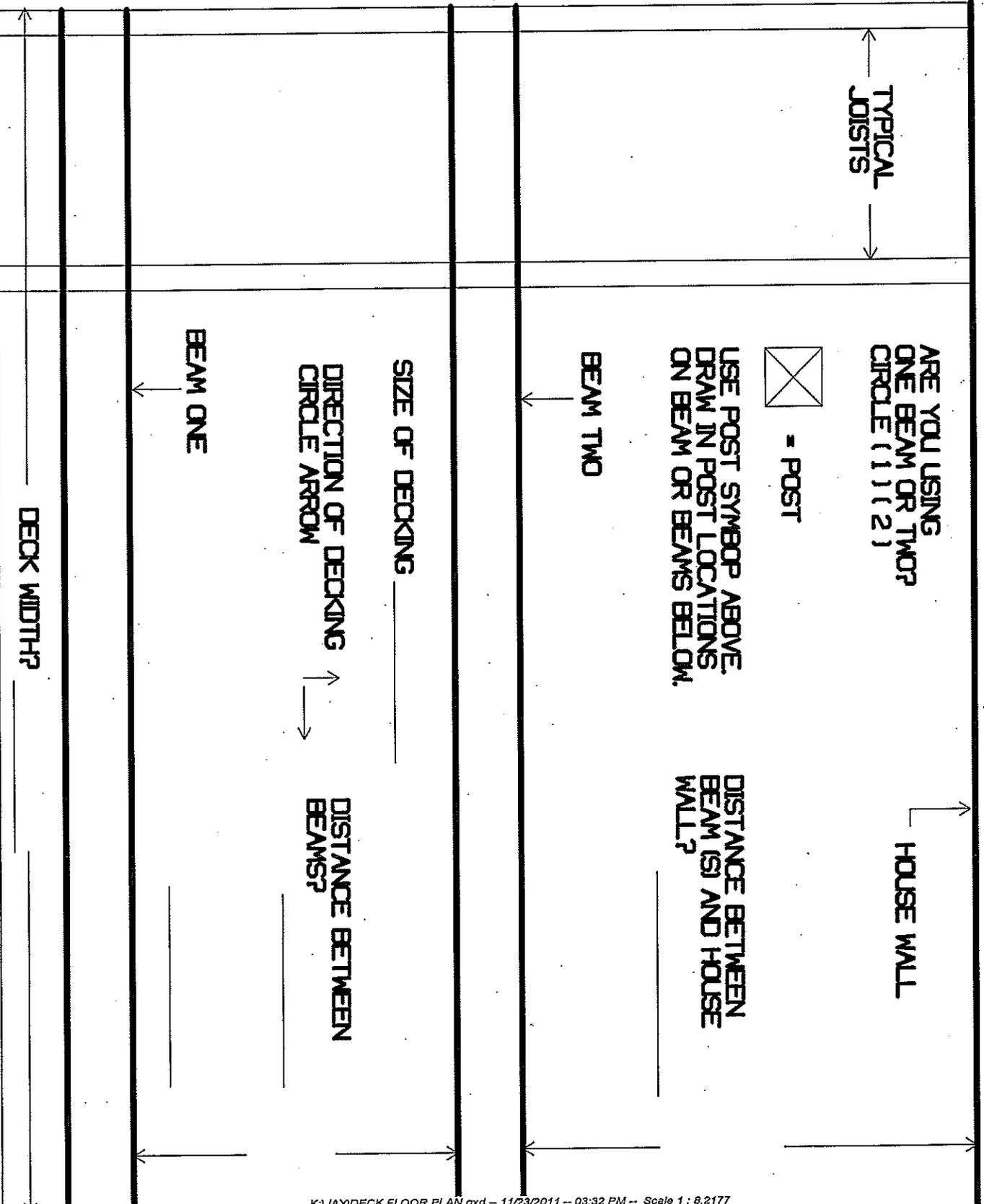
\_\_\_\_\_  
Date

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](http://www.doli.state.mn.us/contractor)

# DECK DETAIL



# DECK FLOOR PLAN (SEE SAMPLE)



TYPICAL JOISTS

ARE YOU USING ONE BEAM OR TWO? CIRCLE (1) (1) (2)

 = POST

USE POST SYMBOL ABOVE. DRAW IN POST LOCATIONS ON BEAM OR BEAMS BELOW.

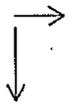
DISTANCE BETWEEN BEAM (S) AND HOUSE WALL?

HOUSE WALL

BEAM TWO

SIZE OF DECKING \_\_\_\_\_

DIRECTION OF DECKING CIRCLE ARROW



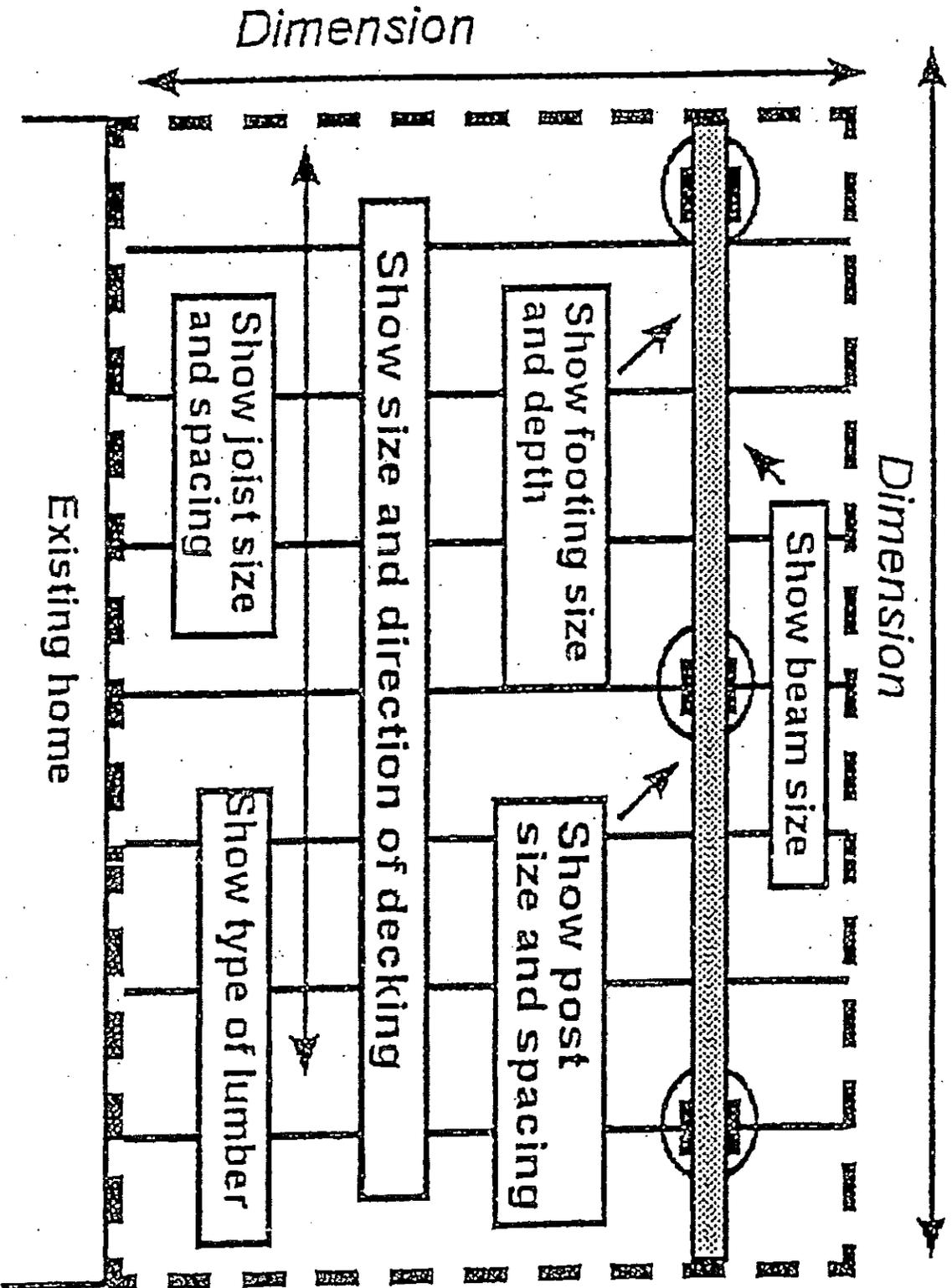
DISTANCE BETWEEN BEAMS? \_\_\_\_\_

BEAM ONE

DECK WIDTH?

DECK LENGTH?

# Deck ~ Sample floor plan



provide scale

# KASSON RE-INSPECTION FEES

The intent is to re-coop costs incurred for unnecessary re-inspections.

The contractor or owner will be given one (1) verbal warning. After the warning is issued, they will be put on a re-inspection list. Once on the list, each additional "did not pass" inspection will require a fee of \$60.00 to be paid to the City of Kasson prior to scheduling a re-inspection.

When an inspection does not pass but can be re-inspected at the next required inspection, a re-inspection fee will not be required. Should the correction not be completed and an additional trip is required, a re-inspection fee would be required.

The inspector in the field will inform the office when an inspection did not pass. If it is determined a fee is due, the inspector will inform the contractor/owner. CMS will inform the City via fax when a re-inspection fee is due. When the fee is paid, the City will call CMS. CMS will then be allowed to re-schedule.

Exempt situation: When a final grade cannot be completed due to winter weather. A temporary Certificate of Occupancy will be issued. When CMS is notified the correction is complete, we would schedule when in Kasson to final out the project.