

CITY OF SCANDIA, MINNESOTA
BUILDING PERMIT APPLICATION REQUIREMENTS

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

1. **BUILDING PERMIT APPLICATION/ GENERAL:**

- ❑ Application Form: Complete all information. Application must be signed.
- ❑ Certificate of Survey: On all parcels not part of recorded plats of 20 acres in size and less a Certificate of Survey must be provided.
- ❑ Contractor's License: All building contractors/remodelers (does not pertain to homeowners) must be licensed by Minnesota Department of Labor and Industry (651 284-5065). A copy of this license must be submitted at time of application.
- ❑ Proof of Ownership: We will accept a copy of the certificate of title, contract for deed, or warranty deed. A purchase agreement is not acceptable.
- ❑ Site Plan: A site plan must be submitted which accurately shows the dimensions of the property, location of all existing and proposed structures, well, septic system, walks, driveways, and other improvements. A site survey by a Registered Land Surveyor is required for all projects/structures that are less than the required setback plus 10 feet, or if needed to verify lowest floor elevations in or near Floodplain or Shoreland overlay zones.

2. **BUILDING PLANS:** Two copies of the building plans, drawn to scale, together with specifications containing the following minimum information:

- ❑ Floor Plan: Plans must be submitted for each floor or level including basement or foundation, decks, porches, garages, and carports. The plans must show the size spacing, and direction of floor and ceiling framing members, girders, beams, columns and piers. The location and size of all windows and doors must be shown including the manufacturer and the identification number. The location of all permanently installed cabinets, plumbing fixtures, heating equipment, ventilation equipment and air conditioning equipment must be shown.
- ❑ Exterior Elevations: Show all sides of the building indicating windows, doors, finished grades, exterior finish, depth of footings, foundation walls, piers and finished floor elevations.
- ❑ Details and Sections: A minimum of one section detail for each type of construction proposed must be submitted. The details must show the materials and dimensions of each member from the footing to the highest point of the roof. Fireplaces, if proposed, must be detailed in plan and cross section. For factory built fireplaces, stoves, and other wood burning appliances; the manufacturer and model number of the appliance shall be submitted, only units tested and listed by an approved testing agency will be allowed. Details and calculations may be required for each critical construction detail including beams, overhanging or catilever joists and beams, stairways, balconies, or other unique structural features.
- ❑ Truss Details: A manufactured, engineered truss detail must be submitted for each truss to be used. These manufacturer's truss details are not required to get the permit issued, but must be present on-site at the time of the framing inspection.

- ❑ **Energy Calculations:** Submit necessary forms showing conformance to the Minnesota Energy Code.
- ❑ **Mechanical Design (Depressurization):** Complete calculations for the design of each heating, ventilation and air conditioning installation must be submitted. Identification of and specifications for all equipment must be submitted. This information is required before installation of any heat ducts or furnace.
- ❑ **Final Plans:** One set of building plans and specifications noted with corrections 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.

3. DRIVEWAY PERMITS:

- ❑ **Driveway Access Permits:** All applications for structures which require driveway access to a County highway must be accompanied by an access permit issued by the Washington County Public Works Department (651 430-4300). Access permits from MnDOT are required for new driveways to state highways.
- ❑ **City Driveway Permits:** A separate driveway permit is required. A \$500.00 security deposit, payable to City of Scandia, is required with the permit application. This deposit will be returned to the applicant when the driveway has been inspected and approved.

4. SEWER AND WATER:

- ❑ Applications for permits of structures, alterations, or modifications of structures served by individual on-site sewage treatment systems will be processed only after a permit has been approved for such sewage systems. Septic permits are available through Washington County Department of Public Health (651 430-6655).
- ❑ Existing septic systems will be verified for code compliance for all addition and remodeling building permit applications. Systems found to be inadequate will have to be upgraded as a condition of issuing a building permit.
- ❑ Well permits are required for new wells in the City of Scandia. Well permits are issued by the Minnesota Department of Health, Well Management Division. Their phone number is 651 201-4600 or through www.health.state.mn.us.

5. ELECTRICAL: Permits are issued by the City of Scandia. For inspections, contact Dave Kichler (651 462-6829) or dkinspections@midco.net.

6. CERTIFICATES OF OCCUPANCY: A Certificate of Occupancy is required prior to the use or occupancy of any structure or part of structure erected, altered, or changed in use. The Building Official will issue this certificate at such time as final inspection demonstrates that code compliance has been achieved.

7. FLOODPLAIN & SHORELAND AREAS: Additional city and/or watershed district requirements and permits may apply. Contact the City before submitting permit applications.