

## Submittals Required

### Residential Building Permit Applications

**Township or City Zoning Approval**

The Zoning approval may include Driveway Permits, Conditional Use Permits, Variances, Set-Back requirements and so forth as required for the project by the local jurisdiction.

**Driveway Permit or Approval**

New driveways require the approval and/or a permit from the governing authority.

**Septic Permit or System Approval**

A new private septic system requires a permit from the Environmental Health Department. Use of an existing septic system or well requires the approval of the Environmental Health Department.

**Site Plan**

A *Site Plan*, or *Plot Plan*, will show the parcel and all structures (both existing and proposed) with dimensions and setbacks, the access street, the driveway, wells, and septic systems.

**Completed Building Permit Application**

A completely filled-in *County Permit Application* is required. It will show the proposed project, the location of the project, the use of the structure, the valuation of the project, and other pertinent items.

**Two Complete Sets of the Final Construction Plans**

The Building Code requires plans and specifications be drawn to scale on substantial paper in sufficient clarity to indicate the location, nature and extent of the proposed project and to show in detail that the project will conform to the provisions of the Building Code and other relevant laws, ordinances, rules, and regulations.

**Signed Homeowner Waiver**

When the homeowner is the permit applicant, the signed waiver attests to the applicant's awareness, understanding, and commitment to contractor licensing laws and to Building Code compliance.

**Other**

Depending on the scope of the project and the individual circumstances, additional items may be required for County review and consideration.

**County Reviews and Approvals**

• **County Environmental Health Approval**

The Environmental Health Director must issue a Septic Permit or document approval of an existing system.

• **Soil and Water Conservation District Office Approval**

The SWCD office reviews wetland issues and feedlot information.

• **County Zoning Approval**

Zoning approval is given after Septic System Permits and Environmental Health Approval, Access Driveway Permits, Conditional Use Permits, Variances, SWCD Approval, and so forth as required for the project.

• **County Building Official Approval**

The County Building Official must confirm compliance with the Minnesota State Building Code and all other applicable ordinances, rules, and regulations. The Building Official issues all building permits.

**County Building Permit Fees**

Fees include the general permit fee, the plan review fees, and state surcharges.