



City of Mazeppa Building Permit Application

Name: _____ Mailing Address: _____

Main Phone: _____ Alt. Phone: _____

Email Address: _____

Property owner: _____

Construction Site Address: _____

LEGAL DESCRIPTION (Required on New Construction):

Parcel Number: _____ Building Faces: _____ (St.-Ave.)

BUILDER/CONTRACTOR INFORMATION:

Name: _____ Address: _____

Phone: _____

Builder/Contractor License Number (Mark "Self" if doing the work yourself): _____

Plumbing Contractor: _____ Contractor License: _____

HVAC Contractor: _____ Contractor License: _____

TYPE OF WORK (Check all that apply)

**Note: The City has adopted the MN State Building Code rules and regulations governing construction.*

PROJECT	REQUIRED INFORMATION
● A. NEW Building-Residential or Commercial	2 SETS of Blueprints/Plans; Site Map, Energy Calcs, Stormwater Plan
● B. Building Expansion/Addition	2 SETS of Blueprints/Plans; Site Map, Energy Calcs
● C. Deck and/or Porch	2 SETS of Blueprints/Plans; Site Map
● D. Building Remodeling	2 SETS of Blueprints/Plans
● E. Re-roofing / Residing (Circle what applies)	Flat Fee Permit N/A
● F. Water Heater/Furnace/AC/Boiler	Flat Fee Permit N/A
● G. Windows / Doors	Flat Fee *No permit required for window inserts.
● H. Fence Site Map	
● I. Concrete/Patio, Driveway, Sidewalk etc.	Site Map, Construction Schematics for public sidewalks
● J. Basement Finish	2 SETS of Blueprints/Plans
Use & Occupancy:	Type of Construction:
Estimated Value:	Lot Size/Dimensions:

Contractor signature required.

If project is not done by licensed contractor, waiver must accompany Building Permit Application

Signature: _____ Date: _____

Site Address: _____ Building Faces: _____ (St. - Ave.)

This permit becomes null & void if work or construction authorized is not commenced within 180 days, or if construction work is suspended or abandoned for a period of 180 days at any time after work has commenced. Permit may be reactivated for a fee of \$40 subject to conditions. I hereby certify that I have read & examined this application and know the same to be true & correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

(REFUND POLICY: Upon request of cancellation of building permit, refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.)

===== CITY USE ONLY ===== (Do not write below this line!) =====

Planning: Zoning District: _____ Minimum Setbacks Required: Front _____
Side _____ Rear _____ Road Right of Way _____ Other: _____

Subject to the following conditions: _____

Approved By: _____ Date: _____

CMS Building Permit Approved by: _____ Date: _____

*******FEES*******

Building Permit: _____	Plan Review: _____	State Surcharge: _____
Plumbing Permit: _____	Plan Review: _____	State Surcharge: _____
Mechanical Permit: _____	Plan Review: _____	State Surcharge: _____
Sewer Hook Up: _____	Water Hook Up: _____	Other: _____
Sub Totals: \$ _____	\$ _____	\$ _____
Total Due: \$ _____		

Date Issued: _____ Issued by: _____ Receipt # _____

Questions?

City staff is available to answer questions that may come about during the permit process. If it is necessary to check with the building inspection service, we can provide that information also.

Contact us by phone: (507) 843-3685 or Email: chmaz@sleepyeyetel.net

BUILDING PERMIT PROCESS

1. Applicants shall submit applications to the responsible jurisdiction. Application is to include the following information:
 - 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 permits after energy calculations, makeup, and combustion air calculations (mechanical calculations) and energy compliance certificates are approved.
 - d. On-site and well information if the building is not municipal water and/or sanitary sewer.
2. Building permit review and issuance normally takes 10-14 working days.
3. Applicants pay all fees when they pick up the permit(s) before construction begins.
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 done **prior** to 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 (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 less than six feet (6') in height do not require a building permit.
- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits and 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, Sect. 326B.106, Sub. 1, includes the following chapters:
 - 1300 – Minnesota Building Code Administration
 - 1301 – Building Official Certification
 - 1302 – State Building Code Construction Approvals
 - 1303 – Special Provisions
 - 1305 – Minnesota Building Code
 - 1306 – Special Fire Protection Systems
 - 1307 – Elevators and Related Devices
 - 1309 – Minnesota Residential Code
 - 1311 – MN Conservation Code for Existing Buildings
 - 1315 – Minnesota Electrical Code
 - 1325 – Solar Energy Systems
 - 1335 – Flood Proofing Regulations
 - 1341 – Minnesota Accessibility Code
 - 1346 – Minnesota Mechanical Code
 - 1350 – Manufactured Homes
 - 1360 – Prefabricated Structures
 - 1361 – Industrialized/Modular Buildings
 - 1370 – Storm Shelters (Manufactured Home Parks)
 - 4714 – Minnesota Plumbing Code
 - 1322 and 1323 – Minnesota Energy Codes
 - 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS
CONSTRUCTION MANAGEMENT SERVICES
507-282-8206 - 800-940-2547
Plat Map for Proposed Building Project**

Map must include the following information :

- **Exact Lot Boundaries**
- **Existing Structures with Dimensions**
- **Proposed Structures with Dimensions**

- **Adjacent Roads**
- **North Arrow**
- **Scale used (such as, 1 box equals 5 feet)**



