Building Permit Application and Guidelines

NEW HOME CONSTRUCTION & REMODEL
ITEMS TO ACCOMPANY APPLICATIONS
* 2-Copies of the plot or site plan (including; name of owner, address and phone number)
* 2-Complete sets of building plans
* 1-Copy of the grading plan
* 1-Copy of the Average “U” Computations (Energy Calculations)
* 1-Copy of the valuation (labor & materials dollar amount) of project

ADDITIONAL INFORMATION TO NOTE
* All curb cuts require permits from the Engineering Department.
* All curb and street damage must be reported prior to the start of construction or repair will be the responsibility of the person holding the permit.
* Note on the plans the driveway location and type-bituminous or concrete.
* Sewer and water connection charges must be paid at the time the permit is issued.
* In areas where sewer and water is available, dig up sewer and water service and set house elevation accordingly.
* All trees, which are removed due to construction, must be disposed of off the premises.
* Separate permits are required for mechanical, plumbing and electrical work (contact: state electrical inspector, Dennis A. Anderson at 507-845-2711 from 7:00 a.m.-8:30 a.m. for electrical permits.). Plumbing contractors must be licensed by the City.

NOTICE: All construction debris and trash must be contained in a covered metal container/dumpster

SETBACKS R1
DISTRICT
• 25 ft from front & rear property lines
• 10 % of lot width from side yard or 8’ whichever is lesser
• 12.5’ from side yard if on a corner lot
• See Insp. Dept. for set back on any lakeshore property

Plumbing Inspections
* Rough in/air test- (5 psig/15min.) all plumbing installed and exposed.

Heating/Mechanical and Gas Piping Inspections
* Rough in- all installed ductwork and piping exposed.
* Gas test- (min 10 psig/15 min) all piping must be installed and fully supported.

Inspections
Call 507-377-4340 to schedule an inspection between 8:00- 4:30
(4 Hour Notice Please)
Call Gopher State One Call (before you dig) 1-800-252-1166
NEW HOME CONSTRUCTION & REMODEL
DETAILS TO BE INCLUDED ON BUILDING PLANS

**Framing Detail:**
Wall Section- wall stud size, sheathing & insulation
Roof Section- specifications on roofing, trusses or hand frame details

**Floor Plan:**
Location of mechanical room
Room sizes
Window sizes
Habitable basements and all sleeping rooms require at least one (1) egress window or door for emergency escape or rescue, which shall open directly to the outside.
A smoke detector is required on each level of the home and in each sleeping room and hallway. Provide smoke detector locations.
An approved carbon monoxide (CO) alarm is required per MN Statute 299F.50 installed within ten (10) feet of each room lawfully used for sleeping purposes.

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**FOOTING:** Inspection shall be made after the forms are in place and PRIOR TO POURING CONCRETE and after reinforcement is in place.

**FOUNDATION:** Inspection is required prior to backfill.

**SHEATHING/HOUSE WRAP/UNDERLAYMENT, STUCCO, BRICK OR STONE:** Inspection prior to covering.

**FRAMING:** Inspection shall be made after the rough-in inspection of plumbing, heating and electrical installations but prior to the placement of any covering material.

**INSULATION:** Inspection prior to wall coverings and after vapor barrier is in place.

**FINAL INSPECTION WILL BE MADE AFTER THE STRUCTURE IS COMPLETE AND PRIOR TO OCCUPANCY**
### Building Permit Application

<table>
<thead>
<tr>
<th>Site Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant/Building name</td>
<td>Suite/Unit #</td>
</tr>
<tr>
<td>Applicant</td>
<td>Architected □ □ Contractor □ Owner □</td>
</tr>
<tr>
<td>Condominium #</td>
<td></td>
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<tr>
<td><strong>Property Owner</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Phone</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td><strong>Contractor</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Phone</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Contact person</td>
<td>License #</td>
</tr>
<tr>
<td><strong>Architect/Engineer</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Registration #</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Contact person</td>
<td>Phone</td>
</tr>
</tbody>
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#### Class of work

- [ ] New
- [ ] Alteration/Remodel
- [ ] Addition
- [ ] Maintenance/Repair/Replace

#### Type of structure

- [ ] Single family residential
- [ ] Industrial buildings
- [ ] Public works & utilities buildings
- [ ] Public schools
- [ ] Private school
- [ ] Churches/religious buildings
- [ ] Hotels/motels
- [ ] Fences/signs/antennas
- [ ] Recreational, amusement
- [ ] Residential garage
- [ ] Two family residential
- [ ] Three-four family residential
- [ ] Multiple family residential
- [ ] Offices, banks, professional
- [ ] Stores/restaurants/warehouse
- [ ] Other non-residential
- [ ] Service station/repair garage
Project details

Project title

Estimated start date_________________________ Total valuation $_________________________

Description of work

Please read and sign

I hereby apply for a building permit and I acknowledge that the information above is complete and accurate; that the work will be done in conformance with the ordinances and codes of the City of Albert Lea and the Minnesota State Building Code; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

_____________________________  ________________________________
Applicant printed name  Applicant signature  Date

Do not write below this line-for office use only

Fee information

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review Fee</td>
<td>$__________</td>
</tr>
<tr>
<td>State Surcharge</td>
<td>$__________</td>
</tr>
<tr>
<td>Permit Fee</td>
<td>$__________</td>
</tr>
<tr>
<td>Additional Fee</td>
<td>$__________</td>
</tr>
<tr>
<td>Waived Fee</td>
<td>$__________</td>
</tr>
<tr>
<td>Permit Total</td>
<td>$__________</td>
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</table>

Other Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
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<tbody>
<tr>
<td>Sewer Development Fee</td>
<td>$__________</td>
</tr>
<tr>
<td>Water Development Fee</td>
<td>$__________</td>
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Permit approved by_________________________  Date_________________________