

BUILDING PERMIT PROCESS

(Revised 1-24-15)

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:
 1. Chapter 1300 – Minnesota Building Code Administration
 2. Chapter 1301 - Building Official Certification
 3. Chapter 1302 - State Building Code Construction Approvals
 4. Chapter 1303 - Special Provisions
 5. Chapter 1305 – Minnesota Building Code
 6. Chapter 1306 - Special Fire Protection Systems
 7. Chapter 1307 – Elevators and Related Devices
 8. Chapter 1309 - Minnesota Residential Code - 2012
 9. Chapter 1311 – MN Conservation Code for Existing Buildings
 10. Chapter 1315 - Minnesota Electrical Code
 11. Chapter 1325 - Solar Energy Systems
 12. Chapter 1335 - Floodproofing Regulations
 13. Chapter 1341 - Minnesota Accessibility Code
 14. Chapter 1346 - Minnesota Mechanical Code
 15. Chapter 1350 - Manufactured Homes
 16. Chapter 1360 - Prefabricated Structures
 17. Chapter 1361 – Industrialized/Modular Buildings
 18. Chapter 1370 - Storm Shelters (Manufactured Home Parks)
 19. Chapter 4715 - Minnesota Plumbing Code
 20. Chapter 1322 and 1323 - Minnesota Energy Codes
 21. Chapter 5230 – Minnesota High Pressure Piping Systems

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



BUILDING PERMIT APPLICATION
City of St. Charles · 830 Whitewater Ave.
(P) 507-932-3020 (F) 507-932-5301

Date Received: Received by: Permit #:

APPLICANT - COMPLETE INFORMATION BELOW

Project Address: PID #:
Legal Description:
Property Owner: Phone:
Address: City: Zip:
General Contractor: License #: Phone:
Plumbing Contractor: License #: Phone:
Mechanical Contractor: Phone:

Proposed Use [Check All That Apply]:

Dwelling Commercial/Industrial Home Addition Garage Finish Basement
Windows Shed Deck Porch Fireplace Reroof Siding
Furnace A/C Water Heater Other

Description of Project:

Project Dimensions:
Use and Occupancy: Residential Commercial Industrial Other:
Type of Construction: Estimated Project Value: \$

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and 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 permits, refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.

ZONING: Have there been any prior requests or zoning issues with this property? Yes No

Name [please print]: Address:
City/State: Zip: Phone:
Signature: Date:

CITY USE ONLY

PLANNING: Zoning District: Minimum Setbacks Required: Front Side
Rear Road Right-of-Way Other:

Subject to the following conditions:

Call PW Supt. for setback inspection (Kyle @ 507-259-7449) Call CMS for all applicable inspections

Approved by: Date:

BUILDING INSPECTOR USE ONLY

Approved by: Date:

FEES

Building Permit: Plan Review: St. Surcharge:
Plumbing Permit: Plan Review: St. Surcharge:
Mechanical Permit: Plan Review: St. Surcharge:
Sewer/Water Inspect. Sanitary Distr. Water mtr/copp:
Water Hookup: Sewer Hookup: Sump Pump Insp.
TOTAL DUE: Other:

Date Issued: Issued By: Receipt #:

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.

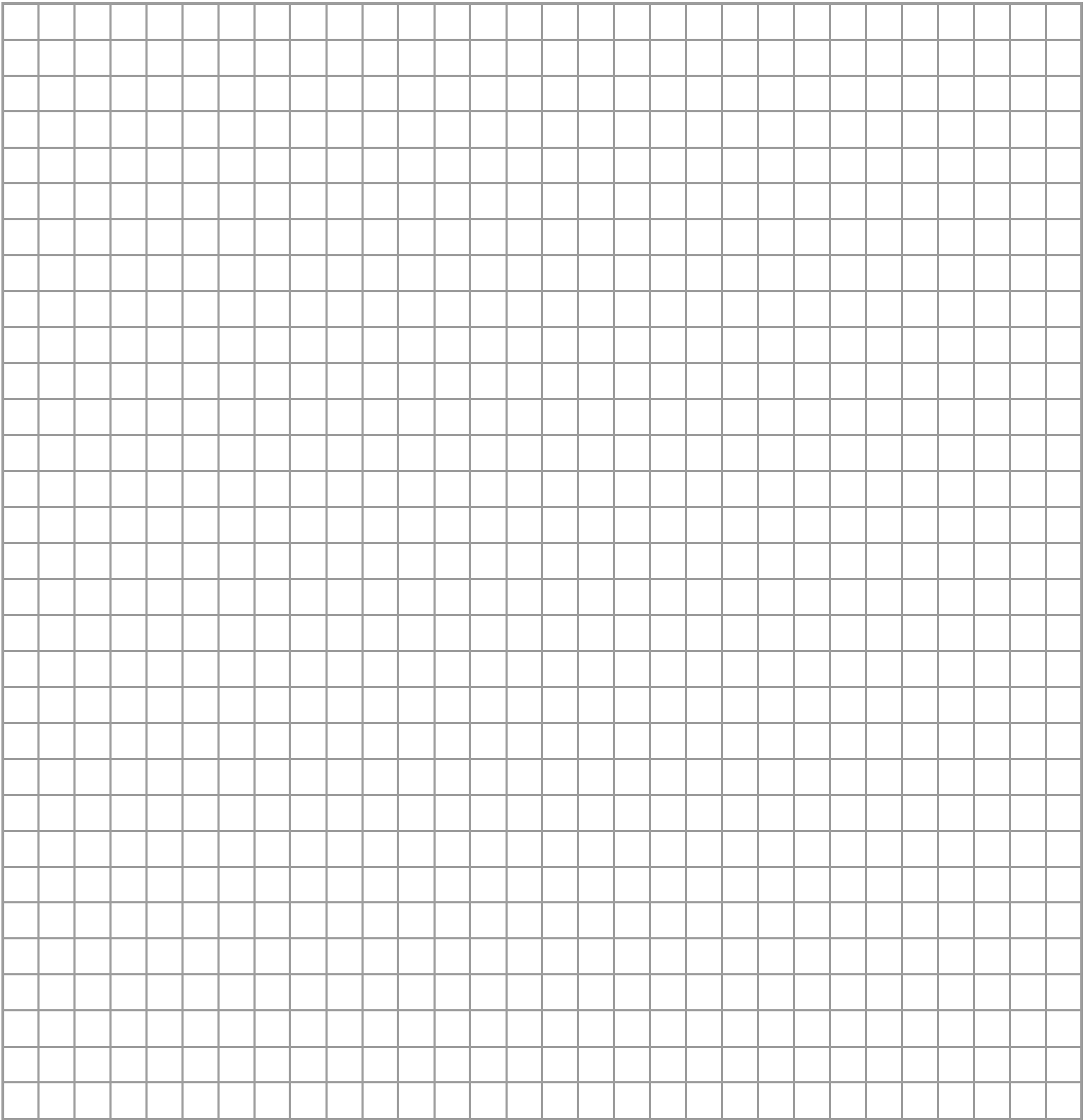
By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation 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/Township of _____ 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/Township of _____ 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



1 Block= 1/4"

Include the following on the Plot Plan:

1. Distance in feet from side lot lines.
2. Distance in feet from rear lot line.
3. Distance in feet from front lot line.
4. Height in feet.
5. Size of proposed structure.
6. Distance from other structures.

Building Permit Fees

Value	Fee
\$1 - \$500	\$25.00
\$501 - \$2,000	\$25.00 for the first \$500.00 plus \$1.75 for each additional hundred or fraction thereof, to and including \$2,000.00
\$2,001 - \$25,000	\$51.25 for the first \$2,000.00 plus \$4.30 for each additional thousand or fraction thereof, to and including \$25,000.00
\$25,001 - \$50,000	\$150.15 for the first \$25,000.00 plus \$3.65 for each additional thousand or fraction thereof, to and including \$50,000.00
\$50,001 - \$100,000	\$241.40 for the first \$50,000.00 plus \$2.45 for each additional thousand or fraction thereof, to and including \$100,000.00
\$100,001+	\$363.90 for the first \$100,000.00 plus \$1.75 for each additional thousand or fraction thereof.
Plan Check Fee:	75% of building permit fee.
State Surcharge:	Valuation multiplied by .05
Water/Sewer Inspection Fee:	\$ 57.00
Plumbing Fee:	\$ 45.00 plus \$5.00 state surcharge
Mechanical Fee:	\$ 45.00 plus \$5.00 state surcharge

Miscellaneous Building Permit Fees:

Install New Fireplace/Woodstove	\$35.00	Install Gas Pipe Line	\$35.00
Replacement of Fireplace Gas Insert	\$25.00	Roof Top (HVAC)	\$95.00
Replace Furnace	\$45.00	Re-Roof	\$45.00
Install Air Conditioned	\$45.00	Re-Side	\$45.00
Install Water Heater	\$35.00	Pool/Spa/Hot Tub	\$45.00
Demolition	\$75.00	Reactivate permit	\$25.00

Administrative Fines/Fees

Statute/Ordinance	Description	Administrative Fine/Fee
	Building Code Violation (various)	\$50.00
	Failure to License animals	\$25.00
	Public Nuisance (various)	\$50.00
	Snowmobile Violations	\$50.00
	Garbage Refuse Scavaging	\$25.00
	Vehicle on Bike Path	\$25.00
	Various Offenses; animals	\$25.00
	Loud music/party (certain hours)	\$50.00
	Unauthorized service/meter tampering	\$50.00

*all above fees:
add \$5.00
state surcharge*

2. Areas not covered herein may require a fee payment which shall be determined at the discretion of the City Administrator.