



PO BOX 187
DEERWOOD, MN 56444

BUSINESS / COMMERCIAL / INDUSTRIAL BUILDING PERMIT HANDOUT

The following information must be submitted to the Building Official before a building permit can be processed and approved.

- 1. Building Permit Application Form**
- 2. Survey or Site Plan (two copies)**
- 3. Building Plans (two copies)**
- 4. Miscellaneous as required**

A more detailed description of items 1-4 is listed below. After a preliminary review additional information may be required. Allow 7 working days for processing.

- 1. Building Permit Application Form:** Complete and sign a building permit application. Application forms are available at City Hall.
- 2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, all property lines, road right-of-ways, easements, existing buildings (with dimensions) and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required.
- 3. Building Plans (two copies):**
 - A. Elevation Drawings (exterior views) of front, rear and sides of finished building. Indicate the height from finished grade to the top of the sidewalls and peak.
 - B. Section drawing (side cutaway view) showing the details of the footings, foundation construction with dampproofing and insulation, floor, wall and roof construction.
 - C. Floor Plans of the basement and each floor showing the dimensions of the building, window/door locations, header sizes, interior walls, stairs and plumbing and mechanical equipment. Include on the floor plan a written description of the use of all areas of the building.
 - D. Plumbing Plans must be submitted to and approved by the MN Department of Health, Plumbing Division. Provide the Health Department's letter of approval and two sets of plumbing plans to the city.
- 4. Miscellaneous:**
 - A. Pre-Construction Meeting: A meeting with city staff should be scheduled to determine if the proposed use is permitted by the zoning, building and municipal ordinances.
 - B. *Special Inspections: IBC Chapter 17 requires the owner, architect or engineer of record to indicate what special inspections are required (if any) and who will be performing the special inspections, subject to the approval of the building official.
 - C. General Zoning: Check with the city to determine if a variance, conditional use permit or special evaluation is required.



- D. Permit Fee: will be determined after the application and plans have been reviewed. Fees must be paid in full before a permit can be issued or construction can begin.
- E. Electrical wiring must be inspected and approved by the State Electrical Inspector. To request an inspection or to answer electrical questions call Ross Wagner 218-828-4611 Monday thru Friday, 7-8:30 a.m. or email wagnerelectric@hotmail.com.

GENERAL INFORMATION

A Certificate of Occupancy is required before the structure can be occupied. All the required building inspections must be completed and approved, the septic system installed and inspected and final approval received from the State Electrical Inspector.

****Required Inspections:**

1. **Footings**, after forms are in place but prior to placement of concrete, gravel or sand.
2. **Foundations**, prior to backfilling and as deemed necessary by the Building Official and design professionals.
3. **Plumbing 5# Air Test** of all waste and vent piping prior to covering, contact the MN Department of Health and then the local building Official with inspection requests.
4. **Fireplaces and Masonry Chimneys Rough-In**, for pre-fabricated when framing is complete, for masonry fireplaces when the throat is set, masonry chimneys when starting.
5. **Mechanical Rough-in** when complete, prior to covering.
6. **Gas Piping** must hold 25# of air for 12 hours, all piping and fittings must be exposed for inspection.
7. **Framing/Structural** when all the framing is complete.
8. **Insulation** when the insulation, vapor barrier, firestopping and draftstopping is in place.
9. **Plumbing Manometer Test** of all the water and vent piping after all fixtures are set, contact the State Health Department for inspection requests then the local Building Official.
10. **Special Inspections** of soils, concrete, welding, bolting, fire resistive construction and similar components. The Building Official, Architect and Engineer of record shall indicate what special inspections are required. An inspector approved by the Building Official must perform the special inspections and file copies of all reports must perform the special inspections and file copies of all reports with the Building Official
**Depending on the project inspection of exterior and interior wall finish, fire suppression systems, alarms, elevators, firestopping, etc.

5. Final when the structure is complete and the required inspections have been approved.

To schedule an inspection call 612-986-7644.

Excavations: Prior to excavating call Gopher State One Call 48 hours in advance at 800-252-1166 or 811