

## Submittals Required

### 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 access driveways require the approval and/or a permit from the governing authority (the Township, the City, the County, or the Minnesota Department of Transportation).
- Septic Permit or System Approval or Municipal Sewer Connection**

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 or Survey**

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, septic systems components and other features. Sometimes a survey will be required.
- Completed Building Permit Application**

A completely filled-in *Building 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 and required items.
- Two Complete Sets of the Final Construction Plans**

The Building Code requires that 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 Building Code and other laws, ordinances, rules, and regulations.
- Signed Property Owner Form for Owner Permits/Projects**

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 Items the Proposal May Require be Reviewed**

Depending on the scope of the project and the individual circumstances, additional items may be required for County review and consideration. Please feel free to call to discuss your project if you think that your proposal may require additional submittals or consideration. The Land Use number is 651.385.3104.
- County Building Permit Fees**

Fees include the general permit fee, the plan review fee, and state surcharges. Typically, fees are paid after County reviews are completed.