

BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL ADDITIONS AND PORCHES

The following information must be submitted to the Building Department 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 **5 – 10** working days for processing.

- 1. Building Permit Application:** Complete a Building Permit Application form. Application forms are available at the City Office.

- 2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, property lines, road right of ways, easements, existing buildings [with dimensions] and project address. Diagram the proposed addition location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required.

- 3. Building Plans:**
 - A. Elevation Drawings** [exterior views] of front, rear and sides of finished addition. Indicate the height from finished grade to the top of the sidewalls and peak.

 - B. Section drawing** [side, cutaway drawing] showing the details of the footings, foundation, floor, wall and roof construction, provide an engineers signed roof truss specifications at the framing inspection.

 - C. Floor Plans** of the basement and each floor showing the length and width of the addition, room dimensions and use [bedroom, bathroom etc.], finished and unfinished areas, window and door locations, header sizes, interior walls, stairs and plumbing/heating fixtures.

Permit Fees: Building and Zoning fees will be determined after the application and required plans have been approved. Fees must be paid in full before a permit can be issued or work can begin.

General Information

***Required Inspections:**

1. Footings [before concrete is placed].
2. Foundations [before backfill]
3. Plumbing 5# air test.
4. Framing.
5. Fireplace rough-in.
6. Insulation
7. Mechanical rough-in.
8. Plumbing Manometer.
9. Gas Piping [25# for 12 hours].
10. Final, after the electrical inspector has done a final and all work and inspections are complete.

*Additional inspections as required

Inspection Requests: For all inspections call _____ ___ hours in advance.

Gas and Electric Utilities: Contact your local supplier for specific requirements.

Electrical: Must be inspected and approved by an Electrical Inspector.

Excavations: Before excavating call Gopher State One 48 hours in advance at 1-800-252-1166 or 651-454-0002 to verify the location of underground utilities, etc..

If you have any questions, please contact the Community Development office, Monday through Friday, 8 a.m. to 5:00 p.m. at: **320/839-2612 or the City Office at 320/839-3428.**

**City of Ortonville
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