



## Ortonville Planning and Zoning Building Permit Regulations & Process

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1. Submit Completed Permit Application Form to the City

*Note: If your property is within the **Ortonville Historic District** (Second Street, Madison Avenue and Monroe Avenue located between Jefferson Avenue and Jackson Avenue) or other property that has been designated as a Heritage Preservation Site and you plan to change the exterior appearance or are planning new construction, **you will also need a HPC Site Alteration Permit***

  - a. Signed Building Permit
  - b. Two (2) Sets of Building Plans/Drawings (accompanied by site and floor plans drawn to scale showing the dimensions of the lot to be built upon). The size and location of all principal and accessory information deemed necessary for proper review and enforcement and any other applicable building codes. One copy at 24" x 36" no larger (full size) and One copy no larger than 11" x 17".
  - c. Two (2) copies of the Site Survey or other verification of lot lines
  - d. Erosion and Sediment Control Plan (if applicable)
2. Application Form is copied for the Zoning Administrator, Accounts Payable Clerk, and Community Development Coordinator with original given to the Building Official
  - a. Building Official conducts the Plan Review and makes written comment with mark-ups on both sets of plans
  - b. Building Official completes the Fee information on the application (based on the total value of the project)
  - c. Building Official Signs off on application review and returns it to the City Office.
  - d. If new construction or water connection/sewer connection is needed, the applicable departments are notified, reviewed, costs noted and signed-off.
  - e. City Staff contacts applicant to advise that the permit is ready to be picked up and paid for. (expect 5 to 10 working days for the approval process before work can begin)
  - f. The applicant must post the permit on site.
3. Work & Inspections can now begin
  - a. Building inspector to keep an inspection log for each application
4. When work is complete (within one year of permit approval)
  - a. Building Inspector attaches the Inspection Log to the application and the file is reviewed with the Planning & Zoning Administrator and Community Development Coordinator.
  - b. The Building Inspector signs off on the application
  - c. The Building Official completes a Certificate of Occupancy
  - d. The applicant is sent the Certificate of Occupancy
  - e. If Variance or Conditional Use Permit, record at the County Recorder's Office.

Further zoning information can be found on the City's website at: [www.ortonville.net](http://www.ortonville.net) or by calling the Community Development Coordinator, Vicki Oakes, at 320/839-2612.