

RESIDENTIAL ADDITION & REMODEL

APPLICATION REQUIREMENTS FOR EXISTING HOMES

*A Building permit is required for any alteration or addition to any existing building or structure. *MN State Building Code Section 1300.0120 Subpart 1*. Permit may be applied for at the Olmsted County Planning Department. The following information must be provided at the time of permit application.

1. **Provide plans, specifications, and calculations for review prior to construction.**
Other information may be requested by the Planning Department after reviewing project plans.
2. Please provide the following information on the attached plot plan:
 - a. **Plans drawn to scale shall include: floor plan, foundation plan, wall sectional from footing to roof, joist size and spacing, header beam sizes, roof framing, window numbers, wall framing and insulation details**
 - b. Legal description (may be obtained from real estate tax statement).
 - c. Dimensions of the lot and north arrow.
 - d. Location and dimensions of all existing buildings on the lot. Including septic and well locations
 - e. Location and dimensions of the proposed building or construction.
 - f. Approximate dimensions of building setbacks for existing and proposed buildings.
 - g. Utility easements.

Note: The Building Official and/or Planning Administrator may require the owner of the property for which a building project is proposed to provide a certified survey of the property and the establishment of lot lines by a certified surveyor, for the enforcement of any provisions of this ordinance.

3. If you are using a contractor, you must provide us with his or her Minnesota State License number. Building permits cannot be issued without this information.
4. Provide total square footage of project.
5. Provide names of plumbing and heating contractors at time of permit application.
6. All permit applications are to be signed by applicant or authorized agent.

SMOKE ALARMS: *MNRC R314* When interior alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hardwired. *R314.5 Interconnection.* Where more than one smoke alarm is required to be installed within an individual dwelling unit in accordance with Section R314.3, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.

Exception: Interconnection of smoke alarms in existing areas shall not be required where alterations or repairs do not result in removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without removal of interior finishes.

REQUIRED INSPECTIONS: Please contact the Olmsted County Planning Department at 507-328-7100 to schedule inspections. Prior notice of 24 hours is required to insure an appointment.

1. A **footing inspection** is required after excavation is complete and the form work and reinforcement is in place. This inspection must be done before the concrete is poured.
2. A **foundation wall inspection** is required after forms and re-bar are in place but before concrete is poured.
3. An **underground plumbing and heating inspection** is required before the basement floor or structural concrete slab is poured.
4. An **above floor plumbing and heating inspection** is required before installing wallboard or insulation.
5. A **framing inspection** is required after roof is on and all framing, fire blocking, bracing, chimneys, vents, and pipes are in place, and the rough-in wiring, plumbing, and heating has been approved.
6. A **final inspection** is required when grading is finished and building has been completed.

NOTE: We require contractors and homeowners to allow 15 working days for the city to review your site drawings and plans, as well as compliance to MN State Building Code. When the review process has been completed the County Planning Department will contact you after the review is complete and at that time you will pay any applicable permit fees and be allowed to commence work on your project. No work shall be started without prior approval by the Building Official.

Call Gopher State One at 1-800-252-1166 to identify utility locations prior to digging!

ELECTRICAL: For electrical permits and inspections, applicant must contact a MN State Electrical Inspector - Vern Dose, 507-250-3894
For the City of Stewartville, Steven Roberts, 507-533-9584

The language & depictions in this hand out is meant as a guide for the construction code & building process and may not contain exact code language. For exact code you may go online at www.revisor.mn.gov or contact the Olmsted County Planning Department.

PLOT PLAN

ADDRESS: _____

LEGAL DESCRIPTION: _____

LOT

BLOCK

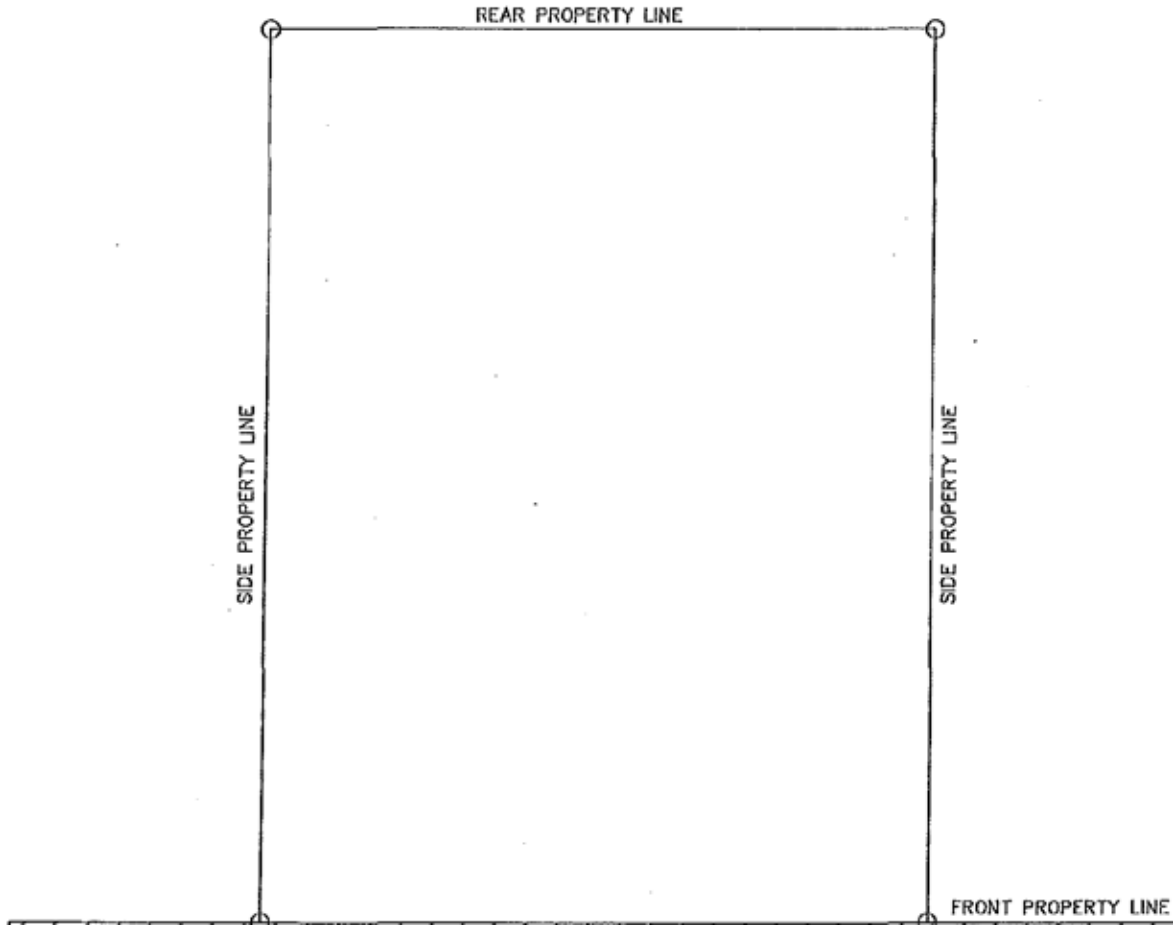
ADDITION

- A. SITE (Lot) AREA: _____ SQ. FT.
B. TOTAL AREA OF SITE COVERED BY ALL STRUCTURE: _____ SQ. FT.
C. COVERAGE PERCENTAGE: _____ % (B/A = C)
D. TOTAL Sq. Ft. of ACCESSORY (DETACHED) STRUCTURES: _____ SQ. FT.

INSTRUCTIONS TO APPLICANT:

FOR NEW BUILDINGS AND BUILDING ADDITIONS THE FOLLOWING INFORMATION MUST BE PROVIDED:

- 1) Location of proposed construction and existing improvements.
- 2) Show buildings (square footage) and setback distances of existing buildings and new structures.
 - a) How far the new building will be away from the North property line.
 - b) How far the new building will be away from the South property line.
 - c) How far the new building will be away from the rear property line.
 - d) How far the new building will be away from existing structures.



Signature of applicant:

Date: _____