

# ADDITIONS (Residential)

SCOTT COUNTY COMMUNITY DEVELOPMENT DIVISION  
Building Inspections Department  
Government Center A102  
200 Fourth Avenue West  
Shakopee, MN 55379-1220

The following items **MUST BE SUBMITTED** before your building permit application can be processed. The information submitted must be complete and accurate.

1. A signed Building Permit Application from your Township/City Clerk.
2. Two plot plans (for lots ten acres or more) or certificate of survey (for lots under 10 acres).
3. Two erosion/sediment control plans.
4. Two sets of building plans.
5. A Compliance Inspection for the existing septic system, if required.
6. If a new septic system is required because you are adding a bedroom, submit all information needed to obtain a septic system permit.
7. If a new septic system is required, but you are not adding a bedroom, a replacement septic system site must be identified.

## GENERAL INFORMATION

1. **BUILDING PERMIT APPLICATION FORM:** Must be obtained from and signed by your township/city clerk. Provide state contractor's license number.
2. **PLOT PLAN/CERTIFICATE OF SURVEY:** Provide an updated plot plan (lots over ten acres) or certificate of survey (lots under ten acres) of your property showing all property lines, existing buildings and dimensions, setbacks, wells, septic tank and drainfield locations, and proposed addition location with setbacks. (New footings and foundations must be a minimum of 10' from septic tanks and a minimum of 20' from drainfields.)
3. **TWO SETS OF PLANS** showing:
  - Section view (side, cutaway drawing) showing footing depth, width and thickness, wall height, finished floor, framing members size and spacing, insulation, siding, all headers, roof framing, etc.
  - Elevation drawings of front and sides of the addition.
  - Floor plan: indicate on the floor plan length and width of building addition and how each area is being used (bedroom, kitchen, bathroom, etc.). Also, indicate the location of proposed walls, header size, plumbing and heating fixtures, locations of new windows, doors, etc. Show the floor plan of the existing structure **adjacent** to the proposed addition..

Failure to provide all the above information will delay or prevent permit approval. After a preliminary review, additional information may be required. **Allow 10-15 working days for processing.**

### **Required inspections:**

1. Footing before concrete is poured.
2. Framing.
3. Insulation.
4. Plumbing/mechanical.
5. Electrical wiring must be approved by the state electrical inspector. Your Building Permit does not include the State Electrical Permit or Electrical Inspection. For permit and inspection requirements, please call between the hours of 7:00 – 8:30 a.m.:

For **Credit River & Spring Lake Township:** **Walt Lusian (952) 934-0229**

For **New Market, Cedar Lake and Helena Township:** **Randy Edel (507) 334-3748**

For **all other townships:** **Terry Krominga in LeSueur (507) 665-3205**

6. Final inspection when all work is completed.
7. Additional inspections as needed.

**QUESTIONS?** Scott County Community Development

952-496-8475