



# COMMUNITY DEVELOPMENT DIVISION

## Building Inspections Department

GOVERNMENT CENTER • 200 FOURTH AVENUE WEST • SHAKOPEE, MN 55379-1220  
(952) 496-8475 • Fax (952) 496-8496 • Web <http://www.co.scott.mn.us>

### COMMERCIAL BUILDING PERMIT REQUIREMENTS

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 and Sewer Permit Application from your Township/City Clerk.
2. Two (2) sets of Building Plans.
3. Special Inspections and Testing Report.
4. Driveway Permit (if required).
5. Two (2) Surveys or Plot Plans showing zoning and setback information
6. One (1) Erosion and Sediment Control Plan.
7. Hazardous Material Disclosure Form.
8. Environmental Health Concerns.
9. On-site Sewage Treatment System (not required if on city sewer).

**DAMAGE TO LOT:** To prevent complications with the approval of the sewer and building permits, avoid any filling, excavating or extensive driving on any part of the lot, especially the drainfield areas, until all permits are approved.

**PERMIT APPROVAL:** Building and sewer permits will not be issued, and work should not begin, until ALL permits have been approved by the Planning, Building Inspections, Natural Resources and Environmental Health Departments. Failure to provide all of the information requested above will delay or prevent permit approval. After a preliminary review, **ADDITIONAL INFORMATION MAY BE REQUIRED.** After we have received all of the items listed above, **please allow 10 to 15 business days for your building permit application to be processed.**

**1. APPLICATION FORMS** You must obtain all application forms from the Township or City Clerk in which your property is located.

**2. BUILDING PLANS FOR COMMERCIAL BUILDINGS** Depending on building area and use, a licensed architect and engineer may be required to design plans. You must submit two sets of complete plans and specifications that contain the following information:

**3. SPECIAL INSPECTIONS AND TESTING REPORT** IBC Section 1703 requires the owner, or engineer or architect of record acting as the owners agent, to employ one or more special inspectors during construction of certain types of work. Before a permit can be issued, complete a Special Inspections and Testing Schedule. Schedules are available from the Scott County Building Inspections Department.

**A. DRIVEWAY PERMIT** You must obtain a driveway permit from Scott County Highway at (952) 496-8346 if the proposed driveway will enter onto a county road; or the Minnesota DOT (651) 582-1443 if the proposed driveway will enter onto a state road. The township or city may also require a driveway permit on township or city roads - contact the township or city clerk.

**OTHER BUILDING NOTES:**

**4. ELECTRICAL:** 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:

- For Spring Lake Township/Credit River Township: Walt Lusian 952-934-0229
- For townships of New Market/Cedar Lake/Helena: Randy Edel 507-334-3748
- For the remainder of Scott County (7:00-8:30 a.m.): Terry Krominga 507-665-3205

**5. APPROVAL FROM THE COUNTY OR CITY PLANNING DEPARTMENT** Contact your County or City Planning Dept. for zoning approval.

#### **6. SURVEY OR PLOT PLAN**

- A SURVEY (two copies) is required if the parcel is less than 10 acres, or if there is any doubt that the parcel is less than 10 acres. The survey must be prepared and attested by a registered surveyor.

#### **THE SURVEY MUST INCLUDE:**

- A. An accurate and detailed legal description
- B. Dimensions of parcel or lot and north arrow.
- C. Location and dimension of all existing and proposed buildings on the parcel. Indicate if you plan to demolish any of the existing buildings.
- D. Setback of the proposed building(s) to the front, rear and side of the lot.
- E. Setback for buildings, sewer systems and wells located on adjacent lots if they are within 100 feet of the subject lot lines.
- F. Location of the driveway and driveway access.
- G. General location of well and septic system.
- H. Location of all easements, both public and private.
- I. Location of all known underground cables, wires, drainage tiles or systems.
- J. Proposed direction of surface water drainage using arrows.
- K. Location and elevation of ordinary high water level for lakes, streams, and wetlands. Also locate and stake the minimum setback distances from the ordinary high water level for the sewer and all buildings.

#### **A SURVEY must also include:**

- L. Scale of drawing.
- M. Grade elevations at the following points.

1. Each lot corner.
2. Crown of street at each lot line extended.
3. Proposed lawn and driveway elevations on all sides of the proposed building.
4. Elevation of the top of the foundation and garage floor (such elevations may
5. be based upon an assumed datum).

**7. DETAILED EROSION AND SEDIMENT CONTROL PLAN** If the site is in a city, contact the City Clerk. If the site is in a Township, contact SWCD for more information on the erosion and sediment control plan at 952-492-5425.

**8. MATERIAL SAFETY DATA SHEETS** In order to verify compliance with the building code, complete a MSDS form showing types and volumes of combustible, flammable or otherwise hazardous chemicals (products and wastes) being stored or used in the building.

**9. ENVIRONMENTAL HEALTH CONCERNS** Submit a written description or drawing if you have any of the following (or include on survey):

- A. All wells in use, plus wells that are no longer used or are abandoned.
- B. All above ground or under ground tanks (used or unused).
- C. All active and inactive dumps.
- D. Known spills of hazardous materials, including oils.

**10. ON-SITE SEWAGE TREATMENT SYSTEM** (Not required if on city sewer) The following sewer information must be submitted, reviewed, and approved by Scott County Environmental Health Dept. before any permit (building or sewer) will be issued:

- A sewer application form, which must be obtained from the appropriate Township or City Clerk for new construction, or from our Environmental Health Dept. for repairs.
- Percolation tests and soil borings.
- A sewer design.

Call our office to obtain a detailed list of percolation test and design requirements. All businesses that Design, Install, Pump and perform Percolation Tests or Compliance Inspections on individual sewage treatment systems in Scott County must be licensed by the Minnesota Pollution Control Agency (MPCA). Scott County also maintains a list of those businesses that work in the County and that have registered with the Environmental Health Department

Questions? Contact the Community Development office at (952) 496-8475.

**CHECKLIST OF REQUIRED INFORMATION  
NEW COMMERCIAL, INDUSTRIAL BUILDING PERMITS**

SITE ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

The following items are required to be submitted with the permit application:

- \_\_\_\_\_ 1. Two (2) Architect Plans – to include detailed code analysis.
- \_\_\_\_\_ 2. Two (2) Plumbing Plans – to be approved by State of Mn. Plumbing plan review.
- \_\_\_\_\_ 3. Two (2) Mechanical Plans – must be engineered.
- \_\_\_\_\_ 4. Two (2) Electrical Plans
- \_\_\_\_\_ 5. One (1) Exterior Envelope Calculation
- \_\_\_\_\_ 6. Two (2) Structural- Engineered Design Plans
- \_\_\_\_\_ 7. One (1) Soil Test Report
- \_\_\_\_\_ 8. Two (2) Certificates of Survey
- \_\_\_\_\_ 9. Two (2) Site Plans
- \_\_\_\_\_ 10. Two (2) Landscape Plans (if required by County)
- \_\_\_\_\_ 11. Two (2) Fire Alarm and Sprinkler Plans (if required)
- \_\_\_\_\_ 12. Special Inspection Agreement

Plan review normally requires **10-15 working days** from receipt of the **COMPLETE** application **AND** required information. You will be contacted with the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.