



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>

MOVE-IN HOUSE PERMIT

GENERAL INFORMATION

The Building Inspector needs to be contacted to inspect the house. A non-refundable inspection fee of **\$59.00** per hour (**minimum 2 hours**) must be paid prior to the inspection. If the inspection time exceeds the pre-paid amount of \$118.00, the overage amount will be applied to the building permit. 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 sets of Building Plans drawn to scale.
3. Two Polaroid type pictures or electronically submitted digital pictures of exterior of building to be moved.
4. One completed Heat Loss Calculation form or Energy Code Compliance form.
5. Energy need not meet present code for move-in house.
6. Provide a Letter of Credit (LOC) in the amount of \$50,000.
7. Driveway Permit (if required).
8. Three (3) Surveys or Plot Plans.
9. One (1) Erosion and Sediment Control Plan.
10. Scott County Zoning Ordinance section 4-3-4, page 4.80.
11. Environmental Health Concerns.
12. 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, Environmental Health, and Natural Resources 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 10-15 working days for your building permit application to be processed**.

APPLICATION FORMS:

You must obtain all application forms from the Township or City Clerk in which your property is located. The state contractor's license number must be on the building permit application.

BUILDING PLANS FOR SINGLE FAMILY DWELLINGS:

You must submit two sets of complete plans and specifications that contain the following information:

- A. Elevation drawings of all four sides of structure.
- B. Floor plan of each level showing how each room is used (bedroom, bath, etc.) with room dimensions, window and door sizes, attic access, crawl spaces, smoke detectors, exhaust fans, water heater, furnace (size, type and flue class), fireplaces, laundry, garage dimensions (include garage/house firewall), floor joist and header dimensions.
- C. Cross-section view showing footing and foundation dimensions, drain tile (if any), anchor bolts, sill plate, joist dimensions, floor sheathing, exterior siding, wall sheathing, stud sizes, insulation, vapor barrier, interior finish, trusses and pitch (if hand framed, show ceiling joist and rafter size, spacing, and bracing as needed for 35 pound per square foot live snowload), venting, roof sheathing and covering, floor to ceiling heights. Footing and structural members of all hand framed rafters, decks, and three-season porches.

3. PICTURES:

You must submit two (2) polaroid pictures or two (2) digital images of exterior of building to be moved.

4. MINNESOTA ENERGY CODE:

In order to verify compliance with the Minnesota Energy Code complete the attached worksheet or facsimile. Energy need not meet present code for move-in house.

5. PERFORMANCE BOND OR LETTER OF CREDIT:

You must provide either a Letter of Credit (LOC) in the amount of \$50,000, drawn in favor of Scott County, from your bank covering the time period until the Final Certificate of Occupancy is issued.

6. DRIVEWAY PERMIT:

You must obtain a driveway permit from Scott County Highway (952) 496-8346 if the proposed driveway will enter onto a county road; or Minnesota DOT 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

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/Credit River Townships	Walt Lusian	(612) 934-0229
For New Market/Cedar Lake/Helena	Randy Edel	(507) 334-3748
For the remainder of Scott County	Terry Krominga	(507) 665-3205

7. 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.

A **PLOT PLAN** (two copies) may be submitted instead of a survey if the parcel is 10 acres or larger (you may combine this plan with the Erosion and Sediment Control Plan).

THE SURVEY AND PLOT PLAN 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 be based upon an assumed datum).

If you plan to submit a plot plan, you must stake the lot. The owner/contractor is responsible for making sure the building site is properly staked. If the site is not visible from the road, also flag access point to the site. (Please ask if you need us to provide you with marking flags.)

8. 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 the Planning Department for more information on the erosion and sediment control plan at (4968475).

9. SCOTT COUNTY ZONING ORDINANCE REQUIREMENTS

See section Section 4-3-4, page 4.80 of the Scott County Zoning Ordinance.

- A. Regarding item #3, if structure to be moved is a modular home, address this item. You may need to discuss this requirement with the manufacture of the manufactured building.

10. ENVIRONMENTAL HEALTH CONCERNS

Submit a written description or drawing if you have any of the following (or include on survey or plot plan):

- 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.

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

All businesses that Design, Install, Pump and perform Percolation Tests on individual sewage treatment systems in Scott County must be licensed by the State. A detailed list of percolation test and design requirements is also available.

Questions? Contact the Community Development Office at (952) 496 8475