



# 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>

## RESIDENTIAL REMODEL

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. Plot plan
3. Two sets of building plans
4. A Compliance Inspection for the existing septic system, if required
5. If a new septic system is required because you are adding a bedroom, submit all information needed to obtain a septic system permit
6. 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:** An updated plot plan is required if one is not on file with this Office. (The plot plan must show all property lines; existing buildings and dimensions; setbacks; wells; septic tank; and drainfield locations.) A sample plot plan is available from the Scott County Planning Dept.
3. **TWO SETS OF PLANS:**  
Floor plans - The floor plans must show the existing and proposed use of each area (bedroom, rec. room, etc.). Indicate the location of existing and proposed walls; plumbing and heating fixtures; locations of new windows, doors, etc. Also, indicate types of insulation; wall framing; and list wall and ceiling finish materials, etc.

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. Plumbing/mechanical
2. Framing
3. Insulation

4. 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 Township: Walt Lusian (612) 934-0229**
  - For **New Market, Cedar Lake, and Helena Townships: Randy Edel (507) 334-3748,**
  - For **all other townships: Terry Krominga in LeSueur (507) 665-3205**
6. Final inspection when all work is completed.

**QUESTIONS?** Contact Community Development Department at (952) 496-8475