



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>

SINGLE FAMILY DWELLING PERMIT REQUIREMENTS

ATTENTION CONTRACTORS & HOMEOWNERS

Effective **January 18, 2005**, an escrow fee will be charged for the Erosion & Sediment Control Program.* The escrow fee will be for:

New Homes	Pools	Garages
Polebarns	Additions	Accessory Structures**

A weekly inspection will be done until your erosion control has been taken care of. We will deduct a fee from your escrow account weekly based on these inspections. At final site stabilization, we will return any unused escrow money.

A handout on how to complete an Erosion & Sediment Control plan is available at the counter. It is important that you thoroughly complete the plan, otherwise, issuance of your permit may be delayed.

Some of the items that will need to be included for review are:

Indication of land disturbance	Arrow indicating property direction	Slope arrows indicating grading and drainage
Adjacent property	Grass buffer	New/rock driveway
	Silt Fence	

Again, please refer to the instructions, "How to Complete an Alternate Erosion and Sediment Control Plan for a Building Permit" handout available at the counter for additional information and instructions.

* Not applicable for the City of Elko.

** An escrow fee is not required for repair and maintenance permits such as roofing, windows, sundecks, etc.

SINGLE FAMILY DWELLING PERMIT REQUIREMENTS

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

	Items Required:	See Page
1.	A signed Building Permit Application from your Township or City Clerk	2
2.	Two folded sets of building plans drawn to scale (cross section, elevations, floor plan)	2
3.	Two sets of energy/mechanical code compliance forms	2
4.	Driveway permit required for access from State, County, or TWP roads	2
5.	Three plot plans (for lots ten acres or more) or certificates of survey (for lots under 10 acres)	3
6.	One set of Alternate Erosion and Sediment Control Plans with notes drawn on a separate survey/plot plan.	3
7.	Written description or drawing of environmental health concerns	4
8.	A signed septic permit application (with septic design information)	4

DAMAGE TO LOT: To prevent complications with the approval of the septic permit, 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 permits and septic/sewer permits will not be issued (and work shall 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 10-15 working days** for your building permit application to be processed. You will be contacted by the Community Development Customer Service staff when your permit has been approved and is ready to be picked up.

1. **APPLICATION FORMS**: You must obtain all application forms from the Township or City Clerk in which your property is located. You may call 952-496-8475 for the name and telephone number of your Township or City Clerk. The building contractor's license number must be on the building permit application.

2. **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 the structure including exterior walls, roof pitch, door and window openings.

 - B. Floor plan of each level showing how each room is used (bedroom, bath, kitchen etc.) with room dimensions, total square feet, window and door sizes, attic access, crawl spaces, smoke detectors, exhaust fans, fireplaces, garage dimensions (include garage/house firewall), floor joist and beam/header/girder dimensions.

 - C. Cross-section view depicting the footing and foundation dimensions, drain tile, anchor bolts, sill plate, joist dimensions, floor sheathing, exterior siding, wall sheathing, stud sizes, insulation, vapor barrier, house wrap, interior finish, trusses and roof pitch (if hand framed, depict ceiling joist and rafter size, spacing, and bracing as needed for a minimum 35 pound per square foot snowload and 90 miles per hour wind load), venting, roof sheathing and covering, floor to ceiling heights, decks, and three-season porches.

3. **MINNESOTA ENERGY CODE**: In order to verify compliance with the Minnesota Energy Code complete the energy code and mechanical code worksheets.

4. **DRIVEWAY PERMIT**: You must obtain a driveway permit from the Scott County Highway Department (952-496-8346) if the proposed driveway will enter onto a county road; or the Minnesota DOT (651-593-8449) 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.

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 between 7:00 – 8:30 a.m.:

For Credit River/Spring Lake townships	Walt Lusian	(952) 934-0229
For New Market/Cedar Lake/Helena Townships:	Randy Edel	(507) 334-3748
For all other townships:	Terry Krominga	(507) 665-3205

5. **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. You may combine this plan with the Alternate Erosion and Sediment Control Plan.

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 Alternate Erosion and Sediment Control Plan).

THE SURVEY OR 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, septic 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. The location of the well and septic system are not required, but if they are located, they must match the drawing on the septic design;
- 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 the 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 septic system 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.

6. **ALTERNATE EROSION AND SEDIMENT CONTROL PLAN AND NOTES**

This submittal requirement does apply to project sites in all of the unincorporated Township areas of Scott County. Please refer to the 2007 ESC Instruction Manual. This as well as the ESC Plan Notes and the ESC Agreement is available on the Scott County web site.

Erosion & Sediment Control General Notes for Building Permits

(Staple these notes to the Alternate Erosion/Sediment Control Plan)

Property address/description: _____
Type of Structure proposed _____ Approx. Land Disturbance (acres or sq ft) _____
Property Owner: _____ Phone: _____ Fax: _____

Person Responsible for Providing Erosion & Sediment Control Inspections and Maintenance is:

Name: _____ Company _____
Phone No. _____ Cell No. _____ Fax: _____

(Please provide mailing address if fax # is not available)

GENERAL

- No land disturbing activity shall occur until a Scott County Building Permit has been issued.
- If disturbing over 1 acre of land, or less than one acre if part of a common plan of development or subdivision, **the applicant is responsible for obtaining a state NPDES Permit to Discharge Stormwater from Construction Sites from the MPCA.** See <http://www.pca.state.mn.us/water/stormwater/stormwater-c.html#ordinance> for NPDES Permit applications and requirements. Documentation that an NPDES Permit has been obtained may be requested by Scott County.
- All Erosion & Sediment Control work shall comply with Zoning Ord. No. 3, **Chapter 6**, Local Watershed District, Scott WMO, NPDES, and all other applicable requirements. The notes below are not a complete list of requirements, but are the most common requirements for a building permit. The applicant is still responsible to know and comply with all of the requirements listed above.
- Deviations from work and materials shown on the approved plans shall **require written approval from Scott County.**

Erosion Control Requirements

- Indicate boundaries of the Land Disturbance Limits on the plans, and clearly flag in the field prior to construction. No land disturbance allowed beyond the limit line. Wherever possible, preserve the existing topsoil, and vegetation.
- The owner and contractor must plan and implement erosion control BMP's such as vegetative buffer strips, cat tracking perpendicular to slopes, soil roughening, and construction phasing to limit the amount of exposed soils at any given time.
- All soils disturbed by construction or landscaping must be temporarily or permanently stabilized when inactive and/or unworked according to the following timeframes, unless otherwise approved by the county (including winter months):
 - Slopes steeper than 3:1 within 7 days; slopes 3:1 to 10:1 within 14 days; and slopes flatter than 10:1 within 15 days.
 - Stabilization methods include seed and straw mulch, erosion control blankets, sod, or hydro-seed applications.
- Ditch bottoms and side slopes of temporary or permanent drainage ditches shall be stabilized within **200 feet from the property edge or point of discharge** within 24 hours. The preferred practice is erosion control blankets and flow velocity ditch checks.
- Temporary or Permanent energy dissipation BMPs, (rip/rap or equivalent) shall be placed at all culvert outlets within 24 hours.

Sediment Control Requirements

- A 1" to 3" rock construction entrance (or equivalent) must be installed prior to land disturbing activities. If tracking occurs onto paved surfaces, street sweeping, and/or adding rock to entrance must be completed within 24 hours of discovery.
- Prior to land disturbances, perimeter sediment control (silt fence or equivalent) is required on all down gradient perimeters of temporary or permanent stockpiles, and all areas disturbed by construction. Silt fences must be anchored 6" into soil surface and "J" hooked up construction entrance. Sediment control shall be maintained or replaced when found to be non-functional, and/or as soon as sediment reaches 1/3 the height of the perimeter control within 24 hours of discovery.
- Storm drain inlets (culverts, surface inlets, curb inlets, etc) shall be protected by appropriate BMP's within 24 hours.

Inspection and Maintenance Requirements

- The permittee shall inspect the required BMP's once every 7 days and within 24 hours after a rainfall event greater than 0.5 inches until vegetated. Inspection records and ESC plans shall also be made available within 24 hours upon request by the county.
 - Inspect **Erosion and Sediment Control Requirements** listed above to assure compliance, and maintain as needed.
 - Inspect off site properties and surface waters for sediment deposited by erosion. The permittee must remove sediment deposited in surface waters and off site property and restabilize the areas where sediment removal results in exposed soil, within 7 days.

Miscellaneous Site Management and Critical Area Requirements

- Wetland and watercourse buffer widths shall comply with the Scott WMO or Local Watershed District Rules and shall be indicated on plans and protected in the field prior to construction. Unauthorized wetland impacts are prohibited.
- No land disturbances and/or vegetative clearing or grubbing shall take place within the shore land impact zone per Zoning Ordinance #3, Chapter 70, or within the bluff impact zone per Scott WMO Rules without prior approval.
- Septic sites must be flagged and barricaded so that construction traffic does not disturb the proposed septic sites.
- Dewatering of any kind that may potentially discharge turbid or sediment laden water, shall be discharged to a temporary or permanent sediment basin or treated prior to entering surface waters, energy dissipation will be provided at all discharge points. Dewatering or basin draining activities shall not cause nuisance conditions, to downstream properties, channels or impact wetlands
- External washing of concrete trucks and other construction vehicles shall be limited to a designated area where the runoff material from washing operations can be contained and disposed of properly.
- Solid Waste materials such as construction debris shall be picked up and disposed of properly on a daily basis

OFFICE USE ONLY

Permit # _____
Escrow Amount \$ _____
Reviewed by : _____
Date: _____

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7. **ENVIRONMENTAL HEALTH CONCERNS:** Submit a written description or drawing if you have any of the following on your property:
 - 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.

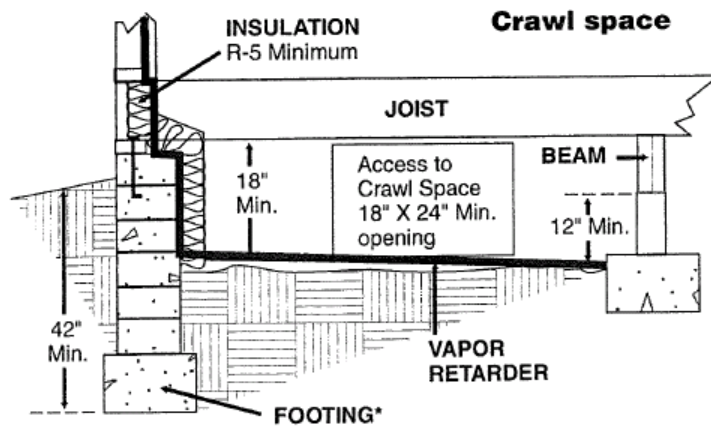
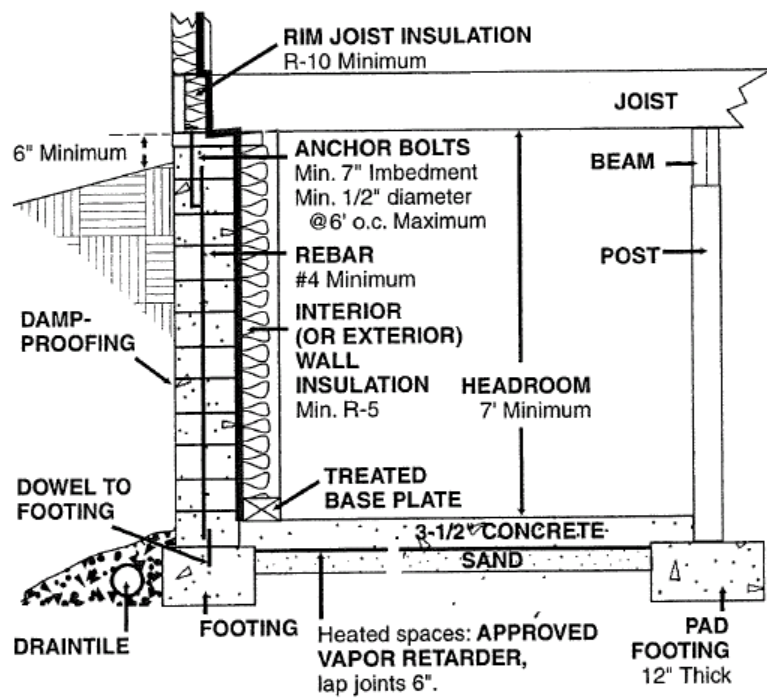
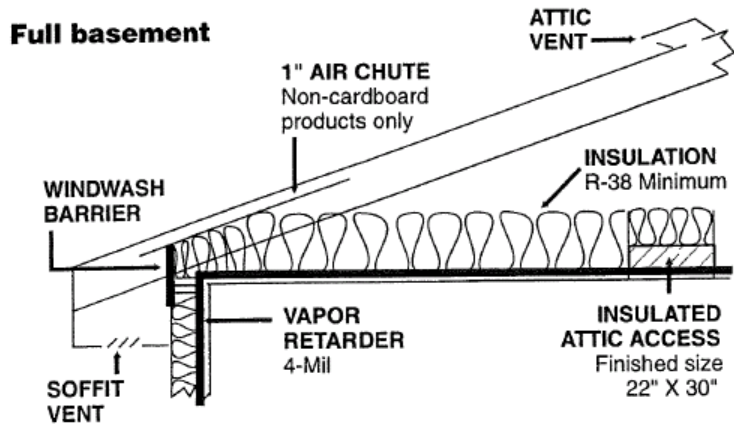
8. **ON-SITE SEWAGE TREATMENT SYSTEM** (Not required if on city sewer)

The following septic information must be submitted, reviewed, and approved by Scott County Environmental Health Department before any permit (building or septic) will be issued:

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

All businesses that **Design, Install, Pump** and perform **Percolation Tests** or **Compliance Inspections** on individual sewage treatment (septic) systems in Scott County must be licensed by the Minnesota Pollution Control Agency (MPCA). Call the MPCA at 651-282-6246 to obtain a list of these businesses or go to <http://www.pca.state.mn.us/programs/ists/>. The Environmental Health Department also maintains a list of those businesses that work in the County (952-496-8177) or go to www.co.scott.mn.us and search for "ISTS Professionals."

Full basement



*Note: Submit soil type on plans submitted for permit.



ATTENTION BUILDER:

AS PART OF YOUR BUILDING PERMIT REQUIREMENTS, YOU ARE RESPONSIBLE FOR EROSION CONTROL OF THIS PROPERTY.

AT A MINIMUM, YOU MUST HAVE:

- 1. SILT FENCES PROPERLY INSTALLED & MAINTAINED.**
- 2. ROCK CONSTRUCTION ENTRANCE ONTO PAVED STREETS.**
- 3. PROTECTION AT CATCH BASINS & PIPE INLETS.**
- 4. PREVENTION OF EROSION AT PIPE & CHANNEL OUTLETS.**
- 5. PROTECTIVE FENCES AT SEPTIC & INFILTRATION AREAS**
- 6. INTERIM SEED & MULCH ON ALL EXPOSED SOILS.**
- 7. DUST CONTROL & STREET SWEEPING.**

COUNTY INSPECTORS WILL NOT PERFORM INSPECTIONS OR ISSUE THE CERTIFICATE OF OCCUPANCY IF EROSION CONTROLS ARE NOT IN COMPLIANCE WITH COUNTY REQUIREMENTS.

Inspectors will periodically check the property for erosion control compliance. Properties that are out of compliance will be issued a Notice of Violation, and corrections must be completed within 48 hours. Building and Site Inspections will be stopped immediately until the property is brought into compliance.

Failure to correct these items to comply fully with all County requirements may cause a STOP WORK ORDER to be issued. Corrective action may also be taken by County personnel or the County may hire an independent contractor to bring the property into compliance. All costs incurred will be deducted from the property's erosion control escrow including a fee for each re-inspection that is performed.