

CITY OF DELLWOOD

REQUIREMENTS FOR APPLICATION FOR BUILDING PERMIT

NEW HOMES & MAJOR ADDITIONS

ALL FORMS MUST BE COMPLETE
APPLICATIONS WILL NOT BE PROCESSED IF NOT COMPLETE.

Items to be submitted with application:

- a. Completed building permit application form.
- b. Two sets of building plans.
- c. Two copies of Certificate of Site Survey, showing the location of the HOUSE, SEWER, WELL, DRIVEWAY, ROADS, and any other buildings with dimensions and setbacks, which is signed by a State of Minnesota registered Land Surveyor.
- d. Complete legal description of the property and the tax ID number.
- e. Copy of Builders State License.
- f. Heat-loss calculations - for new homes and additions.

At this time the building must be staked out so a site inspection can be done. If all requirements are met and the septic area is roped or fenced off a building permit can be issued.

Items to be furnished during construction:

- a. Approved plans must be on site and truss designs and specifications are to be furnished at the framing inspection.

Items to be furnished before a certificate of occupancy can be issued:

- a. As-Built septic drawings.
- b. Completion of all required inspections.
- c. Grade must slope away from the house.
- d. House numbers must be posted - 4" minimum.

***Minimum 24 hour notice for inspections.

***Permit cards and approved plans must be on job site at all times. If permit card is not posted, the requested inspection will not be done.

***Permit number and address must be furnished when requesting an inspection.