

# KANDIYOHI COUNTY

## GARAGE/SHED PERMIT REQUIREMENTS

1-30-18

The following information must be submitted to the building department before a permit can be processed and approved.

1. **Building Permit Application Form**
2. **Site Plan**
3. **Building Plans Including Truss Drawings**
4. **Septic Compliance (if applicable)**
5. **Miscellaneous as required**

A more detailed description of items 1-5 is listed below. After a preliminary review, additional information may be required. Allow a minimum of **ten** (10) working days for processing.

---

**1. Building Permit Application:** Complete a Building Permit application form. Application forms and handouts are also available on-line at [www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)

**2. Site Plan:** Complete the Site Plan form providing an updated diagram of the property. The type of information required and details to be included regarding the construction site is listed at the top of the form. An example of a site drawing is provided for reference. A registered survey may be required.

### 3. Building Plans:

- A. Elevation Drawings:** Provide exterior views of the front, rear and sides of the finished building. Indicate the height from finished grade to the top of the sidewalls and the roofs peak.
- B. Section Drawing:** Provide a side cutaway drawing showing the details of the footings, foundation, header sizes, including the wall and roof construction.
- C. Floor Plans:** Provide a plan view showing the length and width of the garage, interior walls, and plumbing and heating equipment if applicable, use of the garage, (car storage etc.) window and door locations also include the header sizes.

### 4. Septic Compliance:

Septic Compliance *may* be required depending on the type of construction project and/or zone the property lies within. This requirement would be determined upon review of your project during the initial visit for permits. If septic compliance information is required, it must be submitted with the building permit application.

- |   |  |
|---|--|
| <input type="checkbox"/> None Required                | <input type="checkbox"/> GLACIAL LAKES SANITARY SEWER AND WATER DISTRICT |
| <input type="checkbox"/> New Design                   | Contact Colleen Thompson 320-796-4523 fax 320-796-4561                   |
| <input type="checkbox"/> Septic Compliance Inspection | <input type="checkbox"/> EAGLE LAKE SANITARY SEWER DISTRICT              |
|   | Contact Mike Reynolds 320-894-8200                                       |

### 5. Miscellaneous:

**Zoning:** The submitted plan will be reviewed for zoning compliance. If additional information, permits and/or hearings are necessary, the zoning office will contact you.

**Permit Fees:** Building and Zoning fees will be determined after the application and required plans have been reviewed and approved. Fees must be paid in full before a permit can be issued or work can begin.

# GENERAL INFORMATION

## GARAGE/SHED

### Inspections Required

1. **Footing Inspection** - after forming is in place but before concrete is poured. **Footings require a minimum 5000 psi concrete mix design.**
2. **Foundation Inspection** - sub-grade block and anchor bolt locations prior to backfilling.
3. **Under Slab Compaction/Vapor Barrier** - prior to pouring concrete, a soil compaction test is required. Installation of a vapor retarder (6 mil minimum) is required under all slabs in heated spaces.
4. **Framing** - After all framing has been completed.
5. **Electrical Wiring Rough-In and Final** - Contact State Electrical Inspector.
6. **Insulation and Vapor Retarder:** - When required the vapor retarder must be properly sealed.
7. **Gypsum Board** - If required or installed.
8. **Final** - After all construction work has been completed, including the electrical final.

**For inspections call 320-231-6229, a minimum 24 hours in advance.**

**Electrical Wiring:** Wiring must be inspected and approved by a State Electrical Inspector. To request an inspection or to answer electrical questions call: Tom McCormick at 320-593-2731, Monday thru Friday 7:00 am to 8:30 am.

**Footings:** Detached garages may be placed on an approved floating slab. **Floating slabs that support the structure that are larger than 1000 ft<sup>2</sup> must be designed by a Structural Engineer licensed by the State of Minnesota.**

**Firewall Separation Required:** The garage shall be separated from the residence and its attic by not less than 1/2" gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8" Type X gypsum board or equivalent. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than 1/2" gypsum board or equivalent.

**Doors:** Openings between the garage and residence shall be equipped with solid wood doors not less than 1 3/8" thick, solid or honeycomb core steel doors not less than 1 3/8" thick, or 20-minute fire rated doors.

**Access Approval:** Access approvals are required for access from State, County and Township roads. For specific requirements on State Highways contact the MN Department of Transportation at 320-214-3776, on County Roads contact the County Highway Department at 320-235-3266, or on Township Roads contact your Township Clerk.

**Excavations:** Prior to excavating call Gopher State One Call 48 hours in advance at 1-800-252-1166 to verify the location of underground utilities etc.

If you have any questions, please contact the building department Monday - Friday, 8:00 am to 4:30 pm at:

**Department of Environmental Services**  
400 Benson Ave SW  
Willmar, MN. 56201  
Ph. 320-231-6229 / Fax 320-231-6263 / [www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)