

# KANDIYOHI COUNTY SINGLE FAMILY DWELLING PERMIT REQUIREMENTS

1-30-18

*The Kandiyohi County Zoning Ordinance does not allow dwelling units less than 14 feet in width*

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

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

A more detailed description of items 1-6 is listed below. After a preliminary review additional information may be required. Allow a minimum of **ten** (10) working days for processing.

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**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 front, rear and sides of the finished building.
- B. **Floor Plans** - Provide floor plans of the basement and each floor showing the dimensions of the house, interior rooms and use of each room (bedroom, bathroom, etc.), window and door locations (safety glazing if required), interior walls, header sizes, stairs, plumbing and mechanical equipment.
- C. **Section Drawings** - Provide a side cutaway view showing the details of the footing, foundation construction with damp-proofing/waterproofing and insulation, floor, wall and roof construction. Provide copies of the floor and roof truss specifications prepared, stamped and signed by a Minnesota licensed Structural Engineer.
- D. **Deck and/or Garage** - Include detailed plans for the deck and the garage if applicable.

**4. Energy Code Compliance Form:** Complete the energy code compliance certificate to verify compliance with the Minnesota State Energy Code.

**5. Septic Compliance:**

Septic Compliance is required when constructing a new home. A septic permit or compliance inspection must be submitted with the building permit application.

None Required

New Design

Septic Compliance Inspection

GLACIAL LAKES SANITARY SEWER AND WATER DISTRICT  
Contact Colleen Thompson 320-796-4523 fax 320-796-4561

EAGLE LAKE SANITARY SEWER DISTRICT  
Contact Mike Reynolds 320-894-8200

**6. Miscellaneous:**

**Fireplace:** Masonry fireplaces must be installed and inspected to code. Prefabricated fireplaces installed per the manufacturer's installation instructions. Provide installation instructions on-site during the rough-in and final inspections.

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

**Zoning:** The submitted plan will be reviewed by the zoning office. If additional zoning 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 plans have been reviewed. Fees must be paid in full before a permit can be issued or work can begin.

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

## GENERAL INFORMATION

### SINGLE FAMILY DWELLING

#### Required Inspections

1. **Footings** - After forms and re-enforcing are in place but prior to placement of concrete. 5000 psi concrete is required for all footings.
2. **Foundations** - Block and wood foundations prior to backfill; cast in place concrete after the forms and re-enforcing are in place but prior to placement of concrete, then again prior to backfilling. The waterproofing and drain tile must be in place prior to this inspection.
3. **Under Slab Compaction/Vapor Barrier** - Prior to pouring concrete a soil compaction test is required. A 6 mil vapor barrier is required under the slab in all heated spaces.
4. **Radon** - A radon mitigation system must be installed, see the county radon handout for specifics.
5. **Plumbing** - Under slab rough in includes a 5 psig air test that must hold firm for 15 minutes.
6. **Plumbing** - Rough in after all water piping and waste and vent piping has been installed. The waste and vent system requires a 5 psig pressure test and must hold firm for 15 minutes.
7. **Mechanical** - Rough in when all ducting, furnace and mechanical equipment is installed and prior to sheet rocking. The ducting system must be air sealed and tested.
8. **Gas Piping** - The test pressure to be used shall be no less than 1½ times the proposed maximum working pressure, but not less than 25 psig irrespective of design pressure. The test duration shall not be less than 10 minutes.
9. **Framing** - When all the framing, ducting, plumbing and electrical systems have been installed.
10. **Energy** - When the insulation, sealed vapor barrier and attic ventilation has been completed.
11. **Plumbing Final** - Manometer test of the waste and vent piping after all fixtures have been set.
12. **Final** - When all construction is complete, including the final electrical inspection.

**Certificate of Occupancy:** A Certificate of Occupancy is required before the house can be occupied. All required inspections must be completed and approved including the final approval from the State Electrical Inspector.

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

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

**Gas & Electrical Utilities:** Contact your local supplier for specific requirements.

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)