

# KANDIYOHI COUNTY

## SINGLE-FAMILY DWELLING - Relocated Existing Structure

### 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**
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.

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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 this form. An example of a site drawing is provided for reference. A registered survey may be required.

#### **3. Building Plans:**

- A. Floor Plans** - Provide floor plans of all levels showing the dimensions of the house, interior rooms and the use of each room (bedroom, bathroom, etc.), window and door locations (safety glazing if required), interior walls, header sizes, stairs, plumbing and the proposed mechanical equipment to be used.
- B. Section Drawings** - Provide a side cutaway view showing the details of the footings, foundation construction, dampproofing/waterproofing and drain tile. A minimum R-15 foundation insulation is required, a minimum R-10 must be provided on the exterior side of the foundation wall.
- C. Garage and Deck** – Include building plans for the garage and deck if applicable.

**4. Septic Compliance:** A septic Compliance inspection or a new septic design is required when moving a dwelling onto a parcel of land in Kandiyohi County. This requirement will be reviewed with you during your initial visit for permits. Septic compliance information or design 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

#### **5. Miscellaneous:**

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

**Access approval:** Access approvals are 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 Department at 320-235-3266, for Township Roads contact your Twp Clerk.

**Zoning:** The submitted plan will be reviewed by the zoning office. If additional zoning permits 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 inspections or to answer electrical questions call: Tom McCormick at 320-593-2731 between 7:00 AM and 8:30 AM Monday thru Friday.

## GENERAL INFORMATION

### Single-Family Dwelling – Relocated Existing Structure

#### Required Inspections

1. **Footings** - After forms and re-enforcing are in place but prior to placement of concrete. **All footings Require a minimum 5000 psi mix design.**
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. Water/Damp-proofing and drain tile must be in place for this inspection.
3. **Under Slab Compaction/Vapor Barrier** - Prior to pouring concrete a soil compaction test is required. A 6 mil vapor retarder 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 is 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. All ductwork must be air sealed and properly 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 is complete and prior to installation of the insulation. All plumbing, electrical work, and mechanical ducting must be installed and sealed.
10. **Energy** - When the insulation, sealed vapor retarder and attic ventilation is complete. Energy type electrical boxes must be used in all walls and ceilings that retain conditioned spaces.
11. **Plumbing final** - Manometer test of the waste and vent piping after all fixtures have been set.
12. **Final** - After all construction has been completed, including the electrical final.

**Certificate of Occupancy:** A certificate of occupancy is required before the house can be occupied. All the required inspections must be completed and approved including 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 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)