



RESIDENTIAL BUILDING PERMIT

APPLICATION REQUIREMENTS FOR NEW HOME

The applicant must complete the following information **before** applying for a Building Permit. After gathering this information you may apply for your Building Permit at the City Engineer's Office located at 500 4th Ave. N.E. **The following information must be included at the time of permit application:**

- Provide plans, specifications, and calculations for review prior to permit application. A Other information including truss drawings, or other structural information that pertains to your project.
- Complete **ALL** of the requested information on the attached plot plan. The Planning Administrator may require the owner of the property to provide a certified survey of the property and the establishment of lot lines by a certified surveyor.
- Complete site drainage plan for review by Austin Engineering Department.
- Provide names of plumbing & heating contractors.
- Permit application must be signed by the **contractor** unless the homeowner is doing the work, in which case the homeowner will sign a "Homeowner as Contractor" form **and** the Permit Application.

- NOTE: We require contractors and homeowners to allow 15 working days for the city to review your site drawings and plans, as well as compliance to MN State Building Code. When the review process has been completed the City Building Department will contact you after the review is complete and at that time you will pay any applicable permit fees and be allowed to commence work on your project. No work shall be started without prior approval by the Building Official.**

It is the responsibility of the applicant to contact Gopher State One at 1-800-252-1166 to identify utility locations at least 48 hours prior to digging!

SEE THE REVERSE SIDE OF THIS SHEET FOR REQUIRED INSPECTIONS

1. **Footing Inspection:** Needed after all excavating is done and forms and re-bar are in place. The inspection must be done before any concrete is poured.
2. **Foundation Wall Inspection:** Needed when forms and re-bar are in place. If a wood foundation is used an inspection is required just prior to pouring of basement floor.
3. **Underground Plumbing Inspection:** Before the basement floor or structural concrete slab is poured.
4. **Radon Inspection:** Before the basement floor is poured placement of the radon membrane must be inspected.
5. **Plumbing & Heating Inspection:** Above the floor has to be inspected before it is covered with wallboard or insulation.
6. **Framing Inspection:** After the roof is on and all framing, fire blocking, bracing, chimneys, and vents and pipes are in place and the rough in wiring, plumbing and heating have been approved. Insulation, plaster lath or gypsum board shall not be started until the framing inspection has been done and approved.
7. **Insulation Inspection:** All insulation and vapor barrier components of exterior envelope to be installed prior to inspection. Except blown-in fiberglass or cellulose in attic with access to inspection at time of building final.
8. **Final Inspection:** After the grading is done and the building is ready for occupancy. This must be done before the owner moves in.

The language & depictions in this hand out is meant as a guide for the construction code & building process and may not contain exact code language. For exact code you may go online at www.revisor.mn.gov or contact the Austin Building Department.

PLOT PLAN

ADDRESS: _____

LEGAL DESCRIPTION: _____

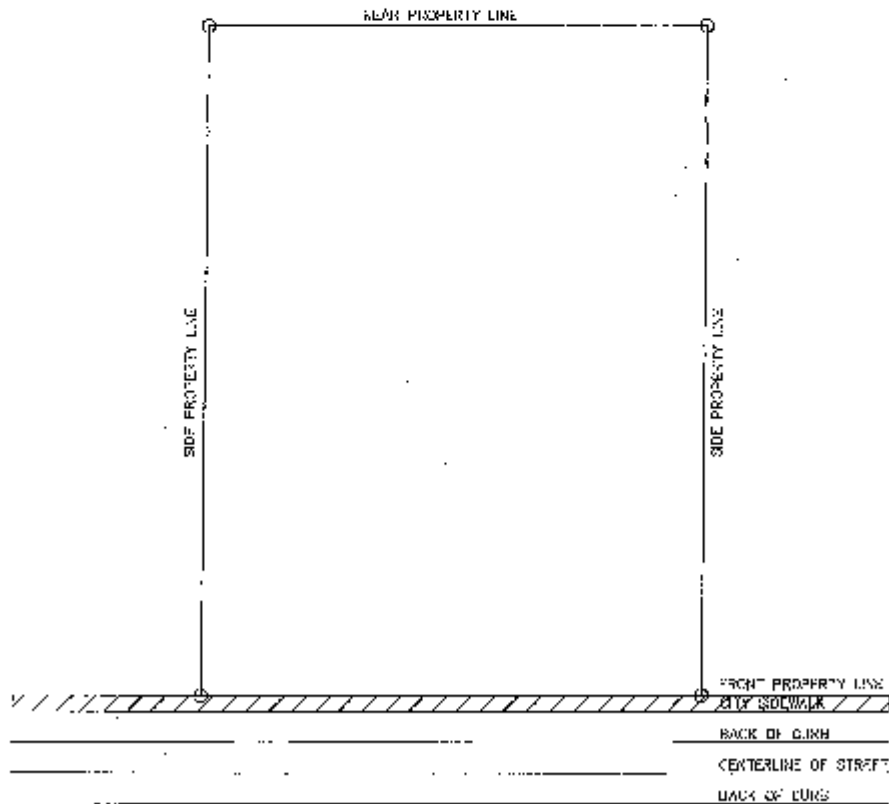
LOT BLOCK ADDITION

SITE AREA: _____ SQ. FT. AREA OF SITE OCCUPIED BY BUILDING: _____ SQ. FT.

INSTRUCTIONS TO APPLICANT: _____ COVERAGE PERCENTAGE: _____ %

FOR NEW BUILDINGS AND BUILDING ADDITIONS THE FOLLOWING INFORMATION MUST BE PROVIDED IN THE SPACE BELOW:

- 1) Location of proposed construction and existing improvements.
- 2) Show buildings (square footage) and setback distances of existing buildings and new structures.
 - a) How far the new building will be away from the front property line.
 - b) How far the new building will be away from the side property line.
 - c) How far the new building will be away from the rear property line.
 - d) How far the new building will be away from existing structures.
- 3) Show easements.
- 4) Indicate whether property is a corner lot.
- 5) Show street and avenue location.



SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE: _____