

# BUILDING PERMIT REQUIREMENTS

## Residential – Commercial - Industrial

CITY OF DUNDAS  
BUILDING INSPECTIONS DEPARTMENT  
DUNDAS CITY HALL  
216 RAILWAY STREET NORTH, PO BOX 70  
DUNDAS, MN 55019  
507-645-2852

The following items **MUST BE SUBMITTED** before your building permit application can be processed. The information submitted must be complete and accurate.

1. Signed and completed City's official Building Permit
2. Three (3) sets of Building Plans/Drawings completed and approved by an architect and/or engineer (**no hand drawings/sketches accepted**)
3. One completed Energy Code Compliance Form (see attached)
4. Driveway Permit (if required)
5. Three (3) Surveys or Plot Plans
6. Erosion and Sediment Control Plan
7. Environmental Health Concerns
8. All information needed to obtain a Sewage System Permit (not required if on city sewer)
9. Plumbing and HVAC Permits
10. Additional information may be required for Commercial Permits.

**DAMAGE TO LOT:** To prevent complications with the approval of the sewer and building permits, avoid any filling, excavating or extensive driving on any part of the lot, especially the drainfield areas, until all permits are approved.

**PERMIT APPROVAL:** Building and sewer permits will not be issued, and work should not begin, until ALL permits have been approved by the Planning, Inspections, and Environmental Health Departments. Failure to provide all of the information requested above will delay or prevent permit approval. After a preliminary review, **ADDITIONAL INFORMATION MAY BE REQUIRED**. After we have received all of the items listed above, **please allow 7 to 10 working days for your building permit application to be processed**. (Some permits may take longer if additional information is required.)

### CALL DUNDAS BUILDING INSPECTIONS DEPARTMENT AT 507-645-2852 FOR MORE INFORMATION ON ITEMS #1 - 6 BELOW

1. **APPLICATION FORMS** You must obtain all application forms from the City Clerk. The state contractor's license number must be on the building permit application.
2. **BUILDING PLANS** You must submit four (4) sets of complete plans and specifications that contain the following information:
  - A. Elevation drawings of all four sides of structure.
  - B. Floor plan of each level showing how each room is used (bedroom, bath, etc.) with room dimensions, window and door sizes, attic access, crawl spaces, smoke detectors, exhaust fans, water heater, furnace (size, type and flue class), fireplaces, laundry, garage dimensions (include garage/house firewall), floor joist and header dimensions.
  - C. Cross-section view showing footing and foundation dimensions, drain tile (if any), anchor bolts, sill plate, joist dimensions, floor sheathing, exterior siding, wall sheathing, stud sizes, insulation, vapor barrier, interior finish, trusses and pitch (if hand framed, show ceiling joist and rafter size, spacing, and bracing as needed for 40 pound per square foot live snowload), venting, roof sheathing and covering, floor to ceiling heights. Footing and structural members of all hand framed rafters, decks, and three-season porches.

- 3. **MINNESOTA ENERGY CODE:** In order to verify compliance with the Minnesota Energy Code complete the attached worksheet or facsimile.
- 4. **DRIVEWAY PERMIT** You must obtain a driveway permit from Rice County Highway Department, 507-645-9576 or 507-332-6110, if the proposed driveway will enter onto a County road; or the MN Department of Transportation, 651-593-8449 if the proposed driveway will enter onto a State road. The City or Township may also require a driveway permit on township or city roads - contact the City Clerk.

**ELECTRICAL:** Electrical wiring must be approved by the state electrical inspector. Your Building Permit does not include the State Electrical Permit or Electrical Inspection. For permit and inspection requirements, call:

**Randy Edel (507) 334-3748** between 7:00-8:30 a.m.

5. **SURVEY OR PLOT PLAN**

A SURVEY (two copies) is required if the parcel is less than 10 acres, or if there is any doubt that the parcel is less than 10 acres. The survey must be prepared and attested by a registered surveyor.

A PLOT PLAN (two copies) may be submitted instead of a survey if the parcel is 10 acres or larger (you may combine this plan with the Erosion and Sediment Control Plan - see attached).

**THE SURVEY AND PLOT PLAN MUST INCLUDE:**

- A. An accurate and detailed legal description
- B. Dimensions of parcel or lot and north arrow
- C. Location and dimension of all existing and proposed buildings on the parcel. Indicate if you plan to demolish any of the existing buildings
- D. Setback of the proposed building(s) to the front, rear and side of the lot
- E. Setback for buildings, sewer systems and wells located on adjacent lots if they are within 100 feet of the subject lot lines
- F. Location of the driveway and driveway access
- G. General location of well and septic system
- H. Location of all easements, both public and private
- I. Location of all known underground cables, wires, drainage tiles or systems
- J. Proposed direction of surface water drainage using arrows
- K. Location and elevation of ordinary high water level for lakes, streams, and wetlands. Also locate and stake the minimum setback distances from the ordinary high water level for the sewer and all buildings

**A SURVEY must also include:**

- L. Scale of drawing
- M. Grade elevations at the following points
  - 1. Each lot corner
  - 2. Crown of street at each lot line extended
  - 3. Proposed lawn and driveway elevations on all sides of the proposed building
  - 4. Elevation of the top of the foundation and garage floor (such elevations may be based upon an assumed datum)

**If you plan to submit a plot plan, you must stake the lot.** The applicant will receive colored marking flags to show the location of the proposed corners of the house and garage, well, sewage system and any property line within 50 feet of any well, building or part of the sewage system. The owner/contractor is responsible for making sure the building site is properly staked. If the site is not visible from the road, also flag access point to the site. (Please ask if you need us to provide you with marking flags.)

A LANDSCAPTE PLAN may be required by the City Planner.

- 6. **DETAILED EROSION AND SEDIMENT CONTROL PLAN** Contact the City Clerk for this information.

**CALL RICE COUNTY ENVIRONMENTAL HEALTH AT 507-645-9576 OR 507-332-6113  
FOR MORE INFORMATION ON ITEMS #7 - 8 BELOW**

7. **ENVIRONMENTAL HEALTH CONCERNS** Submit a written description or drawing if you have any of the following (or include on survey or plot plan):

- A. All wells in use, plus wells that are no longer used or are abandoned.
- B. All above ground or under ground tanks (used or unused).
- C. All active and inactive dumps.
- D. Known spills of hazardous materials, including oils.

8. **ON-SITE SEWAGE TREATMENT SYSTEM** (Not necessary if required to be on City sewer)

The following sewer information must be submitted, reviewed, and approved by Rice County Environmental Health Department before any permit (building or sewer) will be issued:

- A. A sewer application form, which can be obtained from Environmental Health Department for new construction or repairs
- B. Percolation tests and soil borings
- C. A sewer design

All businesses that **Design, Install, Pump** and perform **Percolation Tests** or **Compliance Inspections** on individual sewage treatment systems in Rice County must be licensed by the Minnesota Pollution Control Agency (MPCA). Call the MPCA at 651-282-6246 to obtain a list of these businesses. Rice County also maintains a list of those businesses that work in the County and that have registered with the Rice County Environmental Health Department.