Building & Land Use Permit Checklist

Wabasha County, Minnesota

Below is a series of documents that may be needed to complete a building or land use permit application. This checklist is not totally inclusive, but addresses the documentation needed for the most frequent types of Building & Land Use Permits. It is always best to contact the Wabasha County Planning and Zoning Department to determine if there are any additional specific requirements or if your proposal is permissible under the zoning ordinance. To obtain any of the documents listed below or for more information, give us a call at 651-565-3062 or visit our website at www.co.wabasha.mn.us/zoning.

☐ Complete **Building & Land Use Permit Application**
- Check all appropriate activity boxes
- Property information is complete and correct
- Signed and dated by applicant

☐ **License Waiver** (only if the applicant is the land owner or the contractor does not hold a valid license number)

☐ **Detailed Site Sketch** Must include distances to property lines, all building (provide dimensions), location and distance to public roadways, parking areas, driveways, landscaping and screening, storm water drainage, and the location of the sanitary sewer system.

☐ **Township Acknowledgement Form** Required if in: Chester, Zumbro, or Plainview Township

☐ 1 Set of Blueprints **Minimum size 11x17**
(or one detail form if applicable)
1 PDF Copy of the Blueprints

☐ Septic Compliance Inspection
IMPORTANT: Permit application **WILL NOT** be forwarded to CMS until completion of septic compliance if in the Shoreland Zone or expanding the load on the current system, ie. adding a bedroom.

☐ Acceptance of Approval Timeframe
The current MINIMUM time for application approval is 1-2 weeks

☐ **Additional Documents** (as listed below):

Type of Structure	Additional Documents Required
Deck	Deck Detail Form **OR** blueprints
Garage/Shed	Attached / Detached Garage / Shed Detail Form **OR** blueprints
Carport	Carport manual, documentation of wind speed and snow load, how it will be anchored to the ground, value of structure.
Home Addition	Energy Compliance Certificate Form (N1101.8), House Addition Detail Form **OR** blueprints
Remodel/Finish Basement	Blueprints showing before and after aerial layout of rooms being remodeled with dimensions & square footage. Include location of windows and doors. List description of work.
Mobile/Manufactured Home (no basement)	Blueprints; Foundation Plan Sketch = Pier/Blocking Information (spacing, size, location, fastening structure); Location of anchors and spacing information; Type of entry into home; Manufactored Home Installation Form, Homeowner Installation Form (if applicable)
Stick Built/Manufactured Home (with basement)	Blueprints, Energy & Mechanical Calculations Worksheet, Installation of Manufactored Home Form (if applicable)
Geothermal	Energy Compliance Certificate Form (N1101.8), Indicate length, square footage, and number of loops
Retaining Walls	Vegetation Plan (shoreland only) Stamped engineered plans required if 4' or greater

Applicant will be notified via email and/or phone of the associated costs at the time the permit is issued by CMS. The permit will only be valid once the appropriate fees are paid in full. Once a permit is issued and paid for, it is valid for 180 days. Extensions may be requested as long as inspections have taken place in the same calandar year as the issued permit.

***DO NOT START CONSTRUCTION** before a building permit is formally issued to avoid an after-the-fact fee ($1,000).

Wabasha County Planning and Zoning- 625 Jefferson Ave Wabasha, MN 55981 Phone: (651)-565-3062

Certificate of Occupancy

A certificate of occupancy is issued for a dwelling when all work has been completed and meets the requirements of the Minnesota State Building Code.

Septic Compliance Inspections

Septic compliance inspections are required by Wabasha County Planning and Zoning to receive a building permit if you are in the Shoreland Zone or are expanding the load on your current system (ie. adding a bathroom or bedroom). To have a septic compliance inspection completed, the applicant must contact a plumber or septic company and schedule an inspection. That inspector must then send the needed documents to Darrin Thompson with Public Health. Once an inspection is completed, it is good for 3 years. A new septic system is good for 5 years. For any questions regarding wells and septic, contact Darrin Thompson (651-565-5175).

Fee breakdown

Construction Management Services (CMS) our contracted building inspectors out of Rochester determine all fees associated with permits. Typical fees to expect include: building permit, plan review, and state surcharge fees. If you submit an after-the-fact building permit application, there will be an additional $1,000 charge. Once the permit application is received back from CMS, we will notify you that the permit is ready to be picked up and how much it will cost.

Setback Requirements

1. Road Setback: Generally, most State and County roadways have a 50' setback from the right-of-way, and Township roadways have a 30' setback from the right-of-way. Wabasha County staff can assist with identifying the required setbacks at your location.
2. Dwelling to property line: 15 feet
3. Accessory structure to property line: 10 feet
4. Other setbacks
    - Septic tank: 10 feet
    - Septic field: 20 feet
    - Well: 3 feet

Flood and Shoreland Zones:

- Impervious Surfaces: In shoreland areas, impervious surfaces cannot exceed 25% of the total surface area of a parcel.
- Contact Wabasha County to determine if there are any additional specific requirements, or if your proposal is permissible under the zoning ordinance.

Bluff Zone:

- Bluff zone is anywhere that has a rise of 25' with an average slope of 18% or greater. In these areas, there is a 30' structure setback requirement from either the toe or top of a bluff. Reference the Wabasha County Zoning Ordiance for official definition.
- Contact Wabasha County to determine if there are any additional specific requirements, or if your proposal is permissible under the zoning ordinance.

Additional Information:

1. Fences: A fence over 7' in height must adhere to the requirements of the Minnesota State Building Code. Also, a fence over 7' in height must adhere to all setback requirements.
2. Retaining Walls: Retaining walls 4' or greater in height are considered structures and require a building permit to be issued before the start of construction. Stamped engineered plans are required. Permits issued for retaining walls located in a shore impact zone will require a Vegetation Plan to be approved by the Zoning Administrator before the issuance of a building permit.
3. Feedlot Setback: New houses are required to be located 1,000' from an actively registered feedlot. New feedlots are required to be located 1,000' from a dwelling located on adjacent lands.
4. Accessory Buildings: Detached accessory buildings less than 200 sq. ft. in size do NOT require a building permit but are required to obtain a Land Use Permit and must meet all setback requirements. This includes metal framed sheds with tarp covers.

Inspections:

Permit applicants are responsible for arranging all building code inspections (*except electrical) with Wabasha County's contracted building code inspector ***Construction Management Services (CMS) at (507)-282-8206*** . Inspection types include but are not limited to: footings, framing, roofing, siding, foundation walls, insulations, basement slabs, below-grade plumbing, plumbing rough in's, mechanical rough in's, radon, and final inspections.

*Electrical Inspection Permits (if applicable) must be arranged through the Minnesota State Electrical Inspector, Don Yust - 612-394-5396, with the Minnesota Departments of Labor and Industry.