Flat Fee Permit Checklist

Wabasha County, Minnesota

Below is a series of documents that may be needed to complete a flat fee permit application. This checklist is not totally inclusive, but addressees the documentation needed for the most frequent types of flat fee 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 Flat Fee 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)

Fee Breakdown: *** FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Flat Fee Permit Rates - 1 Item	Base Rate	State Surcharge	Fee Total
• Re-roof • Re-side • Window Replacement • Gas Insert • Fireplace • Gas Line • Furnace • Unit Heater • Wood Burner • Corn Burner • A/C • Water heater *tank/tankless*	$62.50	$1.00	**$63.50**
Flat Fee Permit Rates - 2 Items	**Base Rate**	**State Surcharge**	**Fee Total**
Repair or Replace **2 or more** of the above items	$125.00	$1.00	**$126.00**
Other Flat Fee Permit Rates	**Base Rate**	**State Surcharge**	**Fee Total**
• Re-instatement	$100.00	$1.00	**$101.00**
• Demolition	$175.00	$1.00	**$176.00**
• Plumbing • Mechanical	$35.00	$1.00	**$36.00**

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) - 507-282-8206. Types of inspections include: footings, framing, roofing, siding, foundations 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 *call between 7am-8:30am), with the Minnesota Department of Labor Industry.

Flat Fee Permits are typically issued on the same day they are applied for. Failure to submit the required documentation may lead to delays in processing

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