

BUILDING PERMIT PROCESS

(Revised 2025)

1. Applicant shall submit application to the responsible jurisdiction.
Applicant shall include:
 - a. Site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
 - b. Legal description and address of property.
 - c. Two sets of plans which include footing, foundation, wall & roof details. CMS will release permit after energy calculations, makeup and combustion air calculations (mechanical calculations) and energy compliance certificate are approved. All buildings other than one and two-family dwellings require architectural and/or structural engineering certifications.
 - d. On-site and well information if building is not municipal water and/or sanitary sewer.
2. Building permit review and issuance normally takes 10 to 14 working days.
3. Applicant pays all fees when he/she picks up the permit(s) before construction.
4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required:
 - a. Footing/foundation. This is made prior the concrete being poured.
 - b. Poured foundation walls
 - c. **Back Fill and Water Proofing**
 - d. Plumbing Rough-in – below ground
 - e. **Radon – Before any foam is placed**
 - f. Mechanical Rough-in – heat/vent – in-floor & underground heat
 - g. Framing – Truss specifications to be on site.
 - h. Plumbing Rough-in - above ground
 - i. Heat & Ventilation Rough-in
 - j. Fireplace Rough-in. This inspection is made prior to enclosing unit.
 - k. Insulation
 - l. Finals – building, plumbing, mechanical (heat/ventilation & gas lines)
5. Certificate of Occupancy shall be issued upon completion of all approved work.

GENERAL INFORMATION:

- All structures except storage buildings 200 sq. ft. or less require a building permit. Storage buildings 200 sq. ft. or less must still comply with all applicable zoning regulations.
- Fences not over seven feet (7') high do not require a building permit; but will require a zoning permit.

- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.
- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code adopted under Minnesota Statutes, Section 326B.106, subdivision 1, includes the following chapters:
 - A. 1300 – Minnesota Building Code Administration;
 - B. 1301 - Building Official Certification;
 - C. 1302 - State Building Code Construction Approvals;
 - D. 1303 - Special Provisions;
 - E. 1305 – Minnesota Building Code;
 - F. 1306 - Special Fire Protection Systems;
 - G. 1307 – Elevators and Related Devices ;
 - H. 1309 - Minnesota Residential Code;
 - I. 1311 – MN Conservation Code for Existing Buildings;
 - J. 1315 - Minnesota Electrical Code;
 - K. 1325 - Solar Energy Systems;
 - L. 1335 - Floodproofing Regulations;
 - M. 1341 - Minnesota Accessibility Code;
 - N. 1346 - Minnesota Mechanical Code;
 - O. 1350 - Manufactured Homes;
 - P. 1360 - Prefabricated Structures;
 - Q. 1361 – Industrialized/Modular Buildings ;
 - R. 1370 - Storm Shelters (Manufactured Home Parks);
 - S. 4714 - Minnesota Plumbing Code;
 - T. 1322 and 1323 - Minnesota Energy Codes;
 - U. 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS
CONSTRUCTION MANAGEMENT SERVICES
507-282-8206 - 800-940-2547**

**APPLICATION FOR ZONING/BUILDING PERMIT
CITY OF RUSHFORD, MINNESOTA**

Date Received: _____

PRINT all information on this application.

PERMIT NUMBER: _____

1. Name: _____ 2. Phone Day: (____) _____ - _____ Night: (____) _____ - _____
3. Address: _____ City: _____ State: _____ Zip: _____

E-mail address _____

4. Location of Property:
Site Address/House No. : _____
Legal Description of Property: **Parcel Number** _____

5. Size of Lot or Parcel: _____ 6. Current Zoning: _____ **Est. Cost of Project: \$** _____

7. Type of Construction: (✓ Check all that apply.)
New Home: _____ Addition: _____ Remodel: _____ Demolition: _____ Move: _____
Deck: _____ Garage: _____ Windows: _____ Single Family: _____ Multi-Family: _____
MFG Home: _____ Finish Basement: _____ 3 Season Porch: _____ Commercial: _____ Industrial: _____
Flat Fee Projects: Re-shingle: _____ Re-side _____ Fireplaces: _____ Water Heater: _____ Furnace/AC: _____
Other (Describe): _____

8. New Structure Size: _____ New Square Footage: _____

9. General Contractor: _____ Phone: _____ License # _____
Plumbing Contractor: _____ Phone: _____ License# _____
Mechanical Contractor: _____ Phone: _____ License # _____

10. Anticipated Starting Date: ____/____/____ Estimated Completion Date: ____/____/____

11. A sketch drawn to scale **must** be attached showing; **A.** Lot lines and corner pins; **B.** Dimensions of existing buildings and proposed new construction; **C.** Distances from lot lines to buildings. **D.** All Easements (Utility and drainage) **E.** Utility lines entering the property. **Corner** pins must be established and marked by the owner. **Two copies** of construction plans must also be submitted.

12. Property Line Setbacks: Front Setback: _____ ft. Rear Setback: _____ ft.
Looking at the Property from the street: Left Sideline: _____ ft. Right Sideline: _____ ft.

13. New Utilities Required: Water: _____ Sewer: _____ Electric: _____ None: _____
Work in Right of Way? _____ (Attach completed Water, Sewer, and Electric Application Forms)

Note: A separate State of Minnesota Electrical Permit is required for electrical work.

I hereby declare that I am the owner, or authorized agent of the owner, of the above described property and I agree to construct the building or use herein described in accordance with the regulations and ordinances that govern said improvement within the City of Rushford and that the foregoing information contained on this application is a true and correct statement of my intentions. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that any utility that must be moved as a result of additions or alterations to the property will be at my expense and I will be responsible for the cost of the plan check of this application even though I do not continue the project. I have also read and understand the instructions and information listed on the reverse side of this form.

14. Signed by Applicant: _____ Date: ____/____/____

***** (The following to be completed by the City) *****

Zoning Permit Approved By: _____	Date: ____/____/____	Zoning Permit Fee: \$ _____
Zoning Permit Denied for _____	Date: ____/____/____	Variance Fee: _____
Request for Variance Filed: _____	Date: ____/____/____	Electric Connect Fee: _____
Variance Hearing by Board of Zoning Appeals: _____	Date: ____/____/____	Sewer Connect Fee: _____
City Council Action: _____	Date: ____/____/____	Water Connect Fee: _____
		Erosion Control Fee: _____
		SUBTOTAL CITY FEES: \$ _____

City Clerk: _____ Date: ____/____/____

Building Permit : _____ Plan Review: _____ Surcharge: _____
Plumbing Permit: _____ Plan Review: _____ Surcharge: _____
Mechanical Pmt: _____ Plan Review: _____ Surcharge: _____

SUBTOTAL BLDG FEES: \$ _____

Building Permit Approved By: _____ Date: ____/____/____ **TOTAL FEES DUE: \$** _____

Permit No. _____

Reactivation Date and Fee if Applicable _____

PERMIT INFORMATION

Zoning Permits are required for all projects over a value of \$1,000.00. If the property owner is doing the project, their labor is valued equal to the cost of materials. If material costs exceed \$500.00 then a Zoning Permit is required.

Zoning Only Permits are required for storage sheds less than 200 sq. ft. (10x20)

Zoning & Building Permits are required for re-shingling of a roof, re-siding a building, building a new building or adding an addition to an existing structure.

BASIC ZONING REQUIREMENTS

The area of Construction must include eaves and or roof overhang.

Setback Requirements R-1 R-2

Front Yard	25 ft.	35 ft.
Side Yards	10 ft.	10 ft.
Rear Yard	30 ft.	35 ft.
Corner lots	25-25 ft.	35-35 ft.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ZONING/BUILDING PERMIT

1. Name of the person applying for the permit. 2. Phone Numbers of applicant.
3. Current mailing address of the person applying for the permit. E-mail address is required.
4. Street address of the property where the construction will be occurring. If possible, include the legal description.
5. Size of the lot, in square feet, of the property where the construction will be occurring.
6. Indicate the current zoning of the property involved. This information can be found by looking at a current zoning map of the City of Rushford. **State the estimated cost of your project.**
7. Check all that apply. **Flat fee projects** are issued immediately at the City Clerk's Office, do not require plan review and require only one inspection. A minimal fee charged for these types of projects is \$35.00 plus the \$1.00 State Surcharge Fee and plus the administrative zoning permit fee of \$40.00. Zoning Only Permit Fee is \$40.00.
8. Outside dimensions of the proposed construction and square footage.
9. Name, phone and State License # of the General Contractor. If the property owner is acting as his/her own general contractor and doing the work himself or hiring out some or all of the work, then enter **SELF** and attach a signed **PROPERTY OWNER STATEMENT FORM**. Also list name, phone and State License # of Plumbing and Mechanical Contractors.
10. Planned starting date and estimated completion date.
11. The attached graph form may be used. If the project is too large or a more detailed drawing is requested, the applicant may substitute his or her own form. The applicant will determine the scale of the sketch. (The sample uses ¼ inch = 5 feet.) The **corner pins** of the property must be established by the property owner and marked. Any **easements** for utilities or water drainage must be identified along with all utility lines entering the property. All **dimensions** of the property lines, and distances from the proposed construction to the property lines must be **included**. **REMINDER, the distance from the property line to the edge of the over hang of the roof is the measurement to use, not the distance from the property line to the wall of the proposed construction.** Identify **NORTH** in the circle. Two (2) complete sets of plans, which include rafter certifications and energy calculations, must also be submitted along with the application. An **EROSION CONTROL PLAN** form must also be completed if applicable to your project, and attached to this application form.
12. Setbacks from the property lines of the proposed construction or additions.
13. If this project will require new utility services, attach an application for each new service. **Any work conducted in the City's right-of-way must be coordinated with Public Works Department (507)864-2664.**
14. Signature of the person applying for the permit along with the date.

WHEN COMPLETED, the application is filed at the City Clerk's Office, pending review of the zoning requirements. The application is then forwarded to our CMS Building Inspector for review. The applicant will be contacted by City Hall staff to pick up the permit and instructions and pay the appropriate fee. Information may also be emailed out.

Flat fee projects will be issued and paid for immediately at the City Clerk's Office.

PLAN CHECK FEE: A Plan Check Fee will be assessed for all applications filed even if the project is not started.
AFTER THE FACT PERMITS: Persons obtaining a building permit AFTER they have completed a project, will be charged double the fee for the building permit portion of their permit.

REACTIVATION FEE: Permits will be considered expired if there is no activity, no inspections or no final inspection after one year, unless there is a legitimate hardship or reason for the delay. **A fee of \$50.00 will be charged to reactivate an expired permit.**

BUILDING INSPECTIONS: As work is being completed, it is the responsibility of the property owner/contractor to contact CMS (Construction Management Services) at 1-800-940-2547 for any and all required inspections. **Follow instructions on your permit for what is needed at each inspection levels.**

UNOFFICIAL COPY
NOT FOR CONSTRUCTION

ZONING APPLICATION SKETCH – CITY OF RUSHFORD

Name _____ Permit No. _____ Date ____/____/____

ALL SKETCHES MUST BE DRAWN TO SCALE and contain the following information: North Arrow, all abutting streets and alleys with street names, dimensions of lot or lots, all existing buildings on lots, all existing utility lines and easements, proposed buildings, and distances from all property lines to existing or proposed buildings.

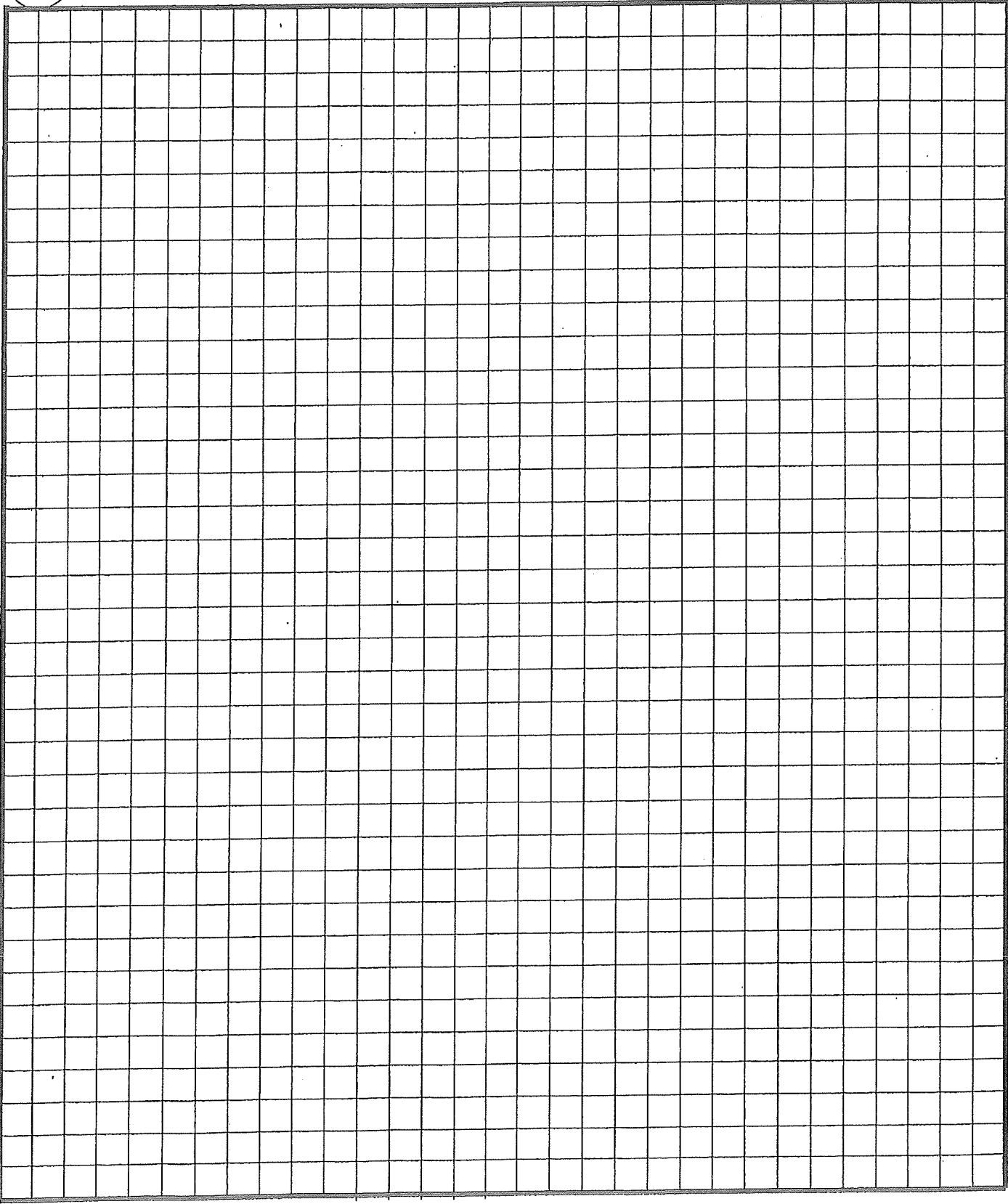
Zoning Department Form 002 Page 1 Revised 2/15/01

Crosshatch all existing buildings. **Label** property lines.



Indicate North in the Circle

SCALE 1/4" = _____



ZONING APPLICATION SKETCH – CITY OF RUSHFORD

Name SAMPLE OF SKETCH DRAWING Permit No. _____ Date / /

ALL SKETCHES MUST BE DRAWN TO SCALE and contain the following information: North Arrow, all abutting streets and alleys with names, dimensions of lot or lots, all existing buildings on lots, all existing utility lines and easements, proposed buildings, and distances from all property lines to existing or proposed buildings.

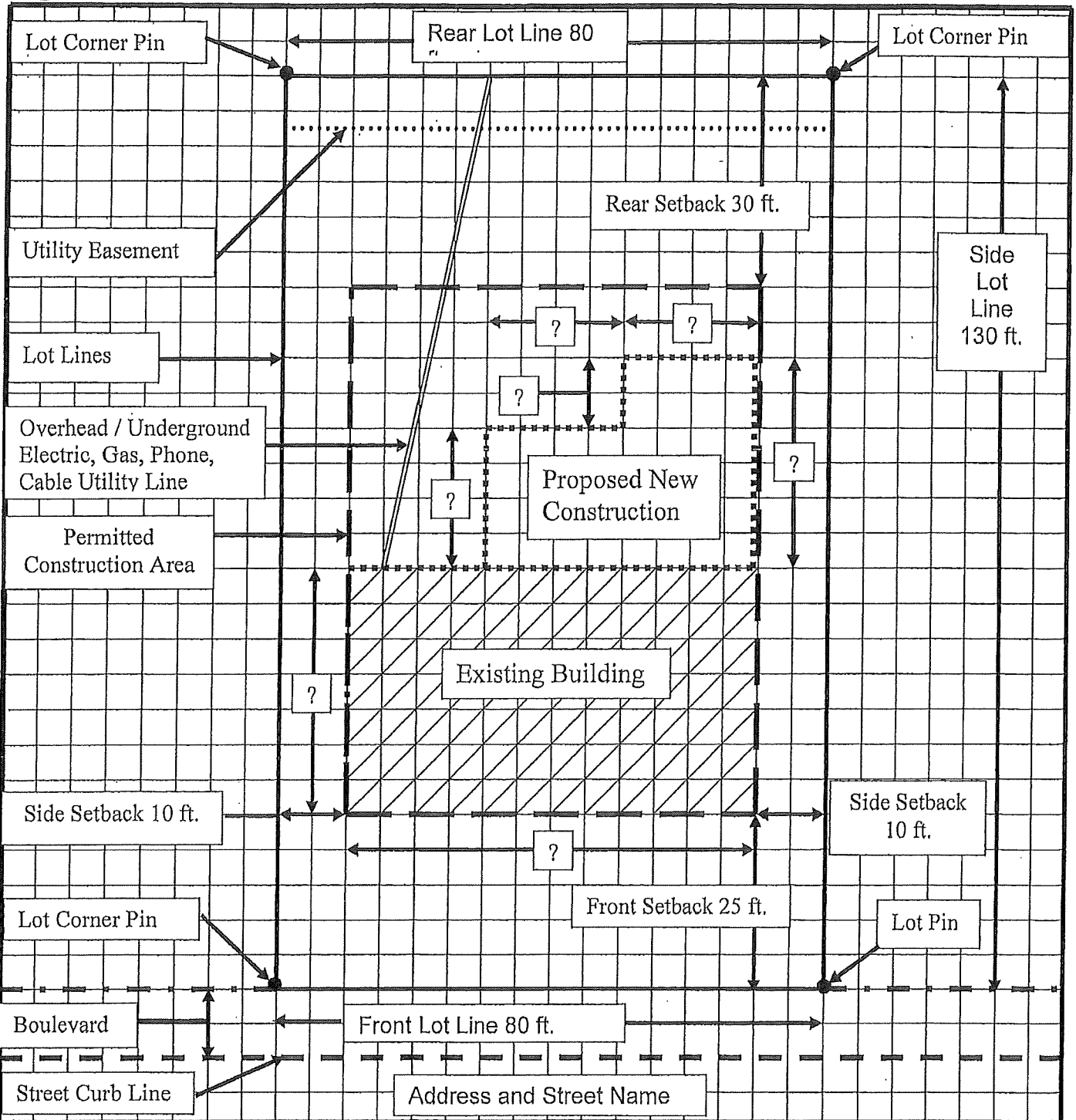


Crosshatch all existing buildings. Label property lines.

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← Indicate North in the Circle.

SCALE 1/4" = 5'



The above sample is for a lot zoned **R-1**. Lots zoned other than R-1 may have different setback requirements. Remember when making the drawing, use the edge of the roof overhang for the setback requirements not the walls of the proposed construction. Show the location of **all** utility line connections to the property.

CITY OF RUSHFORD, MINNESOTA

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I _____ understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose or reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. §514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. **I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd. 16 and can also result in a fine of up to 10,000.00** I further state that I understand that the filing of a false statement with the **City of Rushford** may also result in criminal prosecution and/or civil penalties pursuant to applicable city ordinance and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, **I alone will be responsible to the City of Rushford for compliance with all applicable building codes and City ordinances** in connection with the work being performed on this property.

Date _____

Signature of Property Owner

Print Name

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the MN Dept. of Labor & Industry, Construction Codes & Licensing Division, at 651-284-5069. The Web site is www.doli.state.mn.us/contractor

