



Building Permit Application and Guidelines

NEW HOME CONSTRUCTION & REMODEL ITEMS TO ACCOMPANY APPLICATIONS

- * 2-Copies of the plot or site plan (including; name of owner, address and phone number)
- * 2-Complete sets of building plans
- * 1-Copy of the grading plan
- * 1-Copy of the Average "U" Computations (Energy Calculations)
- * 1-Copy of the valuation (labor & materials dollar amount) of project

ADDITIONAL INFORMATION TO NOTE

- * All curb cuts require permits from the Engineering Department.
- * All curb and street damage must be reported prior to the start of construction or repair will be the responsibility of the person holding the permit.
- * Note on the plans the driveway location and type-bituminous or concrete.
- * Sewer and water connection charges must be paid at the time the permit is issued.
- * In areas where sewer and water is available, dig up sewer and water service and set house elevation accordingly.
- * All trees, which are removed due to construction, must be disposed of off the premises.
- * Separate permits are required for mechanical, plumbing and electrical work

(Contact: State Electrical Inspector, Todd A. Drescher at 507-473-0092 for electrical permits.)

NOTICE: All construction debris and trash must be contained in a covered metal container/dumpster

SETBACKS R1
DISTRICT

- 25 ft from front & rear property lines
- 10 % of lot width from side yard or 8' whichever is lesser
- 12.5' from side yard if on a corner lot
- See Insp. Dept. for set back on any lakeshore property

Plumbing Inspections

* Rough in/air test- (5 psig/15min.) all plumbing installed and exposed.

Heating/Mechanical and Gas Piping Inspections

* Rough in- all installed ductwork and piping exposed.

* Gas test- (min 10 psig/15 min) all piping must be installed and fully supported.

Inspections

Call 507-377-4340 to schedule an inspection between 8:00- 4:30

(4 Hour Notice Please)

Call Gopher State One Call (before you dig) 1-800-252-1166

NEW HOME CONSTRUCTION & REMODEL DETAILS TO BE INCLUDED ON BUILDING PLANS

Framing Detail:

Wall Section- wall stud size, sheathing & insulation

Roof Section- specifications on roofing, trusses or hand frame details

Floor Plan:

Location of mechanical room

Room sizes

Window sizes

Habitable basements and all sleeping rooms require at least one (1) egress window or door for emergency escape or rescue, which shall open directly to the outside.

A smoke detector is required on each level of the home and in each sleeping room and hallway. Provide smoke detector locations.

An approved carbon monoxide (CO) alarm is required per MN Statute 299F.50 installed within ten (10) feet of each room lawfully used for sleeping purposes.

FOOTING: Inspection shall be made after the forms are in place and PRIOR TO POURING CONCRETE and after

reinforcement is in place.

FOUNDATION: Inspection is required prior to backfill.

SHEATHING/HOUSE WRAP/UNDERLAYMENT, STUCCO, BRICK OR STONE: Inspection prior to covering.

FRAMING: Inspection shall be made after the rough-in inspection of plumbing, heating and electrical installations but prior

to the placement of any covering material.

INSULATION: Inspection prior to wall coverings and after vapor barrier is in place.

FINAL INSPECTION WILL BE MADE AFTER THE STRUCTURE IS COMPLETE AND PRIOR TO OCCUPANCY



Building Permit Application

Office use only

Permit # _____

Site Address	Date
Tenant/Building name	Suite/Unit #
Applicant Architect Contractor Owner	Condominium #

Property Owner

Name		Phone	
Address	City	State	Zip

Contractor

Name		Phone	
Address	City	State	Zip
Contact person		License #	

Architect/Engineer

Name		Registration #	
Address	City	State	Zip
Contact person		Phone	

Class of work

Check only one	New	Addition
	Alteration/Remodel	Maintenance/Repair/Replace

Type of structure

Check only one	Single family residential	Recreational, amusement
	Single family attached to single family	Residential garage
	Industrial buildings	Two family residential
	Public works & utilities buildings	Three-four family residential
	Public schools	Multiple family residential
	Private school	Offices, banks, professional
	Churches/religious buildings	Stores/restaurants/warehouse
	Hotels/motels	Other non-residential
	Fences/signs/antennas	Service station/repair garage

Project details

Project title _____

Estimated start date _____ Total valuation \$ _____

Description of work _____

Please read and sign

I hereby apply for a building permit and I acknowledge that the information above is complete and accurate; that the work will be done in conformance with the ordinances and codes of the City of Albert Lea and the Minnesota State Building Code; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

Applicant printed name Applicant signature Date

Do not write below this line for office use only

Fee information

Plan Review Fee	\$ _____
State Surcharge	\$ _____
Permit Fee	\$ _____
Additional Fee	\$ _____
Waived Fee	\$ _____
Permit Total	\$ _____

Other Fees

Sewer Development Fee	\$ _____
Water Development Fee	\$ _____

Permit approved by _____ Date _____

All permit applications may be mailed to:

City of Albert Lea
Attn: Development Services
221 E Clark St
Albert Lea, MN 56007

Or emailed to one of the following:

cmaras@ci.albertlea.mn.us
rrice@ci.albertlea.mn.us
bskogheim@ci.albertlea.mn.us
wsorensen@ci.albertlea.mn.us