

HOW TO APPLY FOR A PERMIT ON THE PORTAL:

Project Example: “I’m planning to build a deck attached to my home.”

Choose Permit Type: **Residential Accessory Structure**

Choose Permit Subtype: **Deck**

TABLE:
PERMIT TYPES/SUBMITTALS

PERMIT APPLICATION TYPE (ALPHABETICAL):	PERMIT SUBTYPE:	SUBMITTAL REQUIREMENTS:
Backflow Preventer Testing Permit	<ul style="list-style-type: none"> Commercial / Residential 	<ul style="list-style-type: none"> Testing Report
<i>Commercial Accessory Structure Building Permit</i>	<ul style="list-style-type: none"> Deck Pool Retaining Wall, etc Accessory Building >200 sf Other 	<ul style="list-style-type: none"> Site Plan or Certified Survey Floor Plans Elevation Plans Roof Plan Hardscape Plan (if hardcover is being added) Hardcover Calculations Estimated project value MCWD permit documentation.
Commercial General Building Permit	<ul style="list-style-type: none"> Window(s) and/or Door(s) Re-roof Reside Temporary Sales Office 	Windows/Doors <ul style="list-style-type: none"> Number and Type Re-Roof: <ul style="list-style-type: none"> Construction Plans Cross-section structural Photos Elevation Drawing Site Plan
<i>Commercial Principal Structure Building Permit</i>	<ul style="list-style-type: none"> New Construction Addition Interior Remodel/Tenant Finish Moved-in Principal Structure 	<ul style="list-style-type: none"> Site Plan or Certified Survey Floor Plans Elevation Plans Roof Plan Hardscape Plan (if hardcover is being added) Hardcover Calculations Estimated project value Ventilation and Energy Calcs MCWD permit documentation.
<i>Demolition Permit</i>	<ul style="list-style-type: none"> Commercial / Residential 	<ul style="list-style-type: none"> Site Plan MCWD permit Erosion Control Plan / SWPPP Well Sealing Permit (if applicable)
Final As-Built*		**Some Construction permits note the requirement of a final as-built survey. Ties to existing permit
Fire Systems Permit	<ul style="list-style-type: none"> Commercial – Fire Alarm Residential – Fire Alarm Commercial Fire Suppression System Residential Fire Suppression System 	<ul style="list-style-type: none"> Plan(s) Specification Sheet(s)
Foundation As-Built*		**Some Construction permits note the requirement of a Foundation as-built survey. Ties to existing permit

<i>General Zoning Permit</i>	<ul style="list-style-type: none"> • Dock: Residential • Dock: Commercial • Hardcover: Patio • Hardcover: Stairway to Lake • Hardcover: Other • Shed/Building <200 sf • Decks less than 30" from grade, not attached to principal • Other • Retaining wall less than 4 feet (<4) 	<ul style="list-style-type: none"> • Site Plan • Building plans • Hardcover Calculations • Grading Plan & Cut and fill calculations • MCWD permit documentation • Other information requested
<i>Grading and Land Alteration Permit</i>	<ul style="list-style-type: none"> • Commercial / Residential 	<ul style="list-style-type: none"> • Grading Plan • Cut and fill calculations
Mechanical Permit	<ul style="list-style-type: none"> • Commercial • Residential • Geothermal 	<ul style="list-style-type: none"> • Information on furnace/ water heater, fireplace, etc. • Backflow device information
Open Burning Permit	<ul style="list-style-type: none"> • Small Brush • Large Brush • Prairie Management Burn 	<ul style="list-style-type: none"> • Site Plan
Plumbing Permit	<ul style="list-style-type: none"> • Commercial / Residential 	<ul style="list-style-type: none"> • Plans • Fixture Type(s) & Quantity • Sizes • Irrigation
<i>Residential Accessory Structure Building Permit</i>	<ul style="list-style-type: none"> • Deck • Pool • Retaining wall, etc. >4ft • Shed/Building >200 sf • Other 	<ul style="list-style-type: none"> • Site Plan or Certified Survey • Floor Plans • Elevation Plans • Roof Plan • Hardscape Plan (if hardcover is being added) • Hardcover Calculations • Estimated project value • MCWD permit documentation.
Residential General Building Permit	<ul style="list-style-type: none"> • Window(s) and/or Door(s) • Re-roof • Reside • Temporary Sales Office 	<p>Windows/Doors</p> <ul style="list-style-type: none"> • Number and Type <p>Re-Roof:</p> <ul style="list-style-type: none"> • Construction Plans • Cross-section structural • Photos • Elevation Drawing • Site Plan
<i>Residential Principal Structure Building Permit</i>	<ul style="list-style-type: none"> • New Construction • Addition • Remodel/Basement Finish • Moved-in Principal Structure • Temporary Sales Office 	<ul style="list-style-type: none"> • Site Plan or Certified Survey • Floor Plans • Elevation Plans • Roof Plan • Hardscape Plan (if hardcover is being added) • Hardcover Calculations • Estimated project value • Ventilation and Energy Calcs • MCWD permit documentation.
Right-of-Way Permit	<ul style="list-style-type: none"> • Excavation • Obstruction 	<ul style="list-style-type: none"> • Site Plan
<i>Septic System Permit</i>	<ul style="list-style-type: none"> • New or Replacement • New or Replacement Type 4 • Repair 	<ul style="list-style-type: none"> • Septic Design • Site Plan
<i>Sewer and Water Permit</i>	<ul style="list-style-type: none"> • Commercial / Residential 	<ul style="list-style-type: none"> • # of water stubs • # of sewer stubs

Sign Permit	<ul style="list-style-type: none"> • Permanent Sign Structure or Cabinet • Temporary 	<ul style="list-style-type: none"> • Building Elevation Views • Dimensional Sign Plan • Site Plan
Solar Energy Systems Permit	<ul style="list-style-type: none"> • Solar Energy Systems Permit 	<ul style="list-style-type: none"> • Description of proposed work • System KW rating • Engineer Certification • Construction Plans • Roof Plan, Etc
Special Event Permit	<ul style="list-style-type: none"> • Assembly involving >300 people – Private Property • Assembly involving <300 people – Private Property • Assembly involving >300 people – Public Property • Assembly involving <300 people – Public Property 	<ul style="list-style-type: none"> • Site Plan • Proposed route (if applicable) • HOA Approval (if applicable) • Special Event Acknowledgement Form
Tent Permit	<ul style="list-style-type: none"> • Commercial / Residential 	<ul style="list-style-type: none"> • Fire Retardant Information
<i>Vegetation or Tree Removal within 75 ft. of lake</i>	<ul style="list-style-type: none"> • Vegetation or Tree Removal within 75 ft. of lake 	<ul style="list-style-type: none"> • Site Plan • Number & Size of Trees to be removed • Invasive Species Removal?

Electrical System modifications require a permit from the State of Minnesota. Questions and permits can be answered by the State Electrical Inspector by visiting www.electricity.state.mn.us or call 763-241-2102 between 7 AM and 8:30 AM weekdays.