



## Building Permit Guidelines

- Building Permits are required for all improvements with a value\*\* of \$300.00 or more. Sheds, playhouses, fences, decking, patios or other hard surfaced areas will require a building permit regardless of value.
- **Information in this packet, including setback requirements, may change at any time as new City Ordinances are adopted. This packet serves as a guideline only and may not include all applicable building regulations.**
- **The City will require a minimum of 5-7 business days to conduct plan reviews for structural projects before a permit is issued. Plan reviews may take longer during the peak building season.**
- **Permitted outdoor construction working hours: Weekdays – 7:00 a.m. to 9:00 p.m.  
Weekends & Holidays – 9:00 a.m. to 9:00 p.m.**

Information required for the building permit application form:

- Address of property where permit work will be done
- Owner of property
- Description of Construction
- Contractors Involved & License Number\*
  - General
  - Plumber (plumbing permits are a separate application form and fee)
  - Electrician
  - Mechanical Contractor
- Value\*\* of Construction (Material & Labor)
- Contractor's or Property Owner's Signature\*\*\*

### **\*Contractor License Number**

You must provide a license number to obtain a building permit for any work performed by Residential Building Contractors, Remodelers & Roofers. Enforcement of this law is conducted by the Department of Labor & Industry. As required by State statute, our office is obligated to verify a contractor's license and must report any work conducted by unlicensed contractors.

### **\*\*What is the Value?**

The estimated value is the bid or contract price a contractor charges you for the improvement. For do-it-yourselfers, the estimated value is determined by taking the cost worth of materials and doubling it. For instance, an improvement using \$1,500 worth of materials would have an estimated value of \$3,000. Projects in which materials have been obtained free of charge will need to have a current market value applied to them. Please have a reasonable value estimated when applying for a building permit. The City has adopted residential building valuation guidelines based on square footage which will be used as necessary.

### **\*\*\*Property Owner's Signature**

When the Property Owner is the one applying for and signing the Building Permit they are taking full responsibility for any violations of the State Building Code and/or jurisdictional ordinance in connection with the work performed on their property. If the property owner has hired a licensed contractor they may want to have the contractor sign the Building Permit before it is issued.

### **Property Corners:**

Prior to construction of any new residential dwelling, dwelling addition, garage, or garage addition, it is the responsibility of the property owner to establish or display all property corners. For any other type of project that requires a building permit, it may be necessary for the property owner to display property corners at the request of the Building Official or Building Inspector. Property corners shall be located by the property owner or a registered land surveyor.

### **Ravine Setbacks:**

The ravine setback area is established by measuring 25 feet from the break line of an adjacent ravine to any permanent structure. The break line shall be established by the Building or Construction Inspector prior to construction.

The following are permitted uses inside the 25 foot setback area. These projects must maintain a minimum 5 foot setback from the breakline and not extend beyond the ravine breakline:

- Fences
- Utility sheds
- In-Ground patios (Will be flush with the existing grade, not built up. Must maintain a 15 foot setback from the breakline)
- Dog kennels
- Playground equipment or sandboxes
- Gazebos under 144 square feet in size (5 foot setback from the breakline)

### **Inspections: All permits issued require a final inspection.**

It is your responsibility to call a North Mankato Building Inspector to arrange for all necessary inspections. Please allow 4 hours minimum notice prior to inspection.

Randy King, Building Official	(507) 382-7007
Jordan Wesely, Building Inspector	(507) 497-5285
Megan Vossen, Permit Technician	(507) 625-4141

### **Ground Coverage**

40% R-1 (One Family Dwelling)  
40% R-2 (One & Two Family Dwelling)  
50% R-3 (Limited Multiple Dwelling)  
60% R-4 (Multiple Dwelling)

## **RESIDENTIAL DWELLINGS AND ADDITIONS**

### **Required Information / Materials:**

- One (1) set of legible and to scale building plans – including Wall Section.
- Scaled site plan indicating building setbacks & identifying property corners.
- Survey drawing prepared by a licensed surveyor is required for new dwellings.
- Finished Drainage Plan showing the direction of all surface drainage including the approximate location of all tile lines and underground utilities. Proper grading must begin with a minimum of 6 inches of separation between the outside grade and the bottom of the house siding. The grade must slope away

from all sides of the house at a 5% grade. Sloping lots must be dealt with on an individual basis.

- Housing Permit Supplement (City form)
- Energy envelope calculations.
- Completed Energy Code Certificate R401.3 – Contractors shall post this certificate on the electrical panel prior to final inspection.
- Value of Construction (Material & Labor)
- All Subcontractors for the proposed project along with their contact information.
- Property owner waiver (if owner is the general contractor for the project).

**Setbacks: Corner lots have 2 Front setbacks, 1 Side setback & 1 Rear setback**

Hilltop

Front: 30'

Side: 10'

Rear: 25'

Valley

Front: 20'

Side: 5'

Rear: 25'

**BASEMENT FINISH / INTERIOR REMODEL**

**Required Information / Materials:**

- Building Plans
  - Value of Construction
  - All Subcontractors including contact information
- ❖ Addition of basement bedroom in existing home requires an egress window and window-well inspection.
- ❖ Basement stairwell must be sheet rocked if it is to be enclosed.

**WATER HEATER**

- A plumbing permit is required – Fee is \$21.00
- A final inspection is required.

**FURNACE, A/C, BOILER**

- A building permit is required for all new installations and replacements.

**GARAGE / GARAGE ADDITION**

Hard surfaced driveways for garage and garage additions must be completed within one (1) year from the date the building permit is issued for the garage or garage addition.

**Required Information / Materials:**

- One (1) set of legible building plans
- Scaled Site Plan indicating building setbacks & identifying property corners
- Value of Construction (Material & Labor)
- All Subcontractors for the proposed project along with their contact information

- ❖ Garages shall not exceed a combined total of 1,400 square feet of floor space per lot for all structures.
- ❖ Garages cannot exceed one and a half (1 ½) stories or 22 feet in height.
- ❖ Apartments are not allowed in garages, they must be used for storage only.
- ❖ Detached Garage: Must be 5 feet from all other structures. Roofs must have a hipped or gable design. No barn type roofs are permitted.
- ❖ Attached Garage: Must have a 20 minute fire separation between the house and garage.

**Setbacks: Corner lots have 2 Front setbacks, 1 Side setback & 1 Rear setback**

Hilltop

Front: 30'

Side: 10'

Rear: 25'

Valley

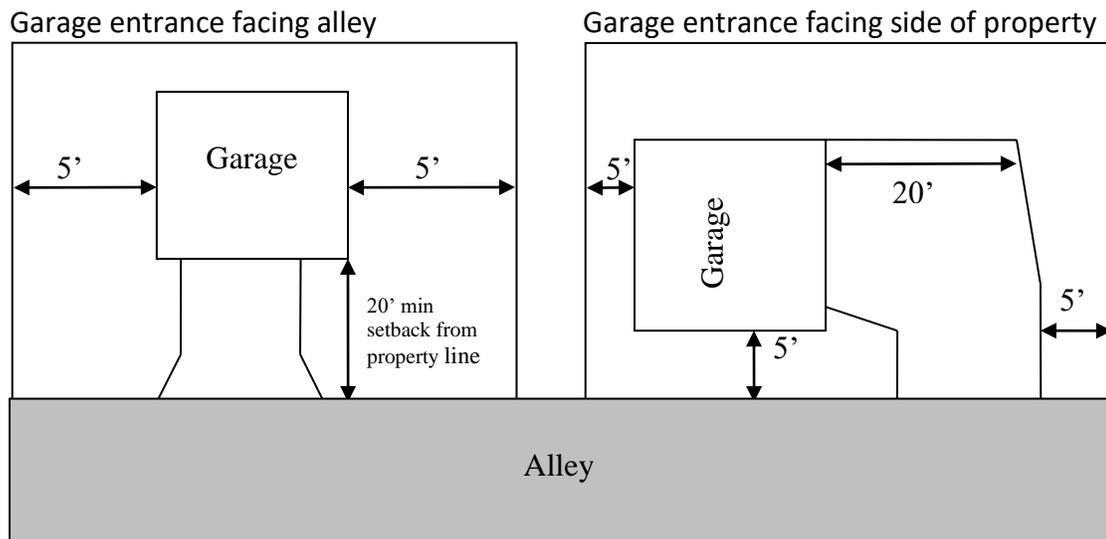
Front: 20'

Side: 5'

Rear: 5' (20' if garage entrance faces alley)

For garages which have access from the alley there shall be a minimum of 20 feet of hard-surfaced driveway located perpendicular from the face of any garage stall to the alley or side property line depending on the position of the garage doors. In no event shall a driveway encroach into a side yard building setback.

**Garage Access from an Alley**



**DRIVEWAY**

The maximum allowable driveway width measured at the front property line on residential property having a width of less than 80 feet shall not exceed 24 feet. The maximum allowable driveway width measured at the front property line on a residential property having a width of 80 feet or more shall not exceed 30 feet. There shall be a minimum of 20 feet of hard surfaced driveway located perpendicular from the face of any garage stall to the street.

**Required Information / Materials:**

- Detailed Site Plan indicating driveway dimensions, setbacks and identifying property corners

- Value of Construction
- All Subcontractors for the proposed project along with their contact information

### **Setbacks**

<u>Hilltop</u>	<u>Valley</u>
Side: 10'	Side: 5'

- ❖ **Inspection must be made before material is poured**

### **PARKING PAD**

#### **Required Information / Materials:**

- Detailed Site Plan indicating parking pad setbacks & identifying property corners
- Value of Construction
- All subcontractors for the proposed project along with their contact information

### **Setbacks**

<u>Hilltop</u>	<u>Valley</u>
Side: 10'	Side: 5'

These setbacks also apply to covered parking pads.

- ❖ **Inspection must be made before material is poured**
- ❖ Pad must be hard surfaced: concrete, asphalt or paver bricks – no gravel or rock
- ❖ Due to private covenants, some subdivisions may **not** allow the following items to remain in outdoor storage: • Boats • Campers • Trailers • Other Recreational Vehicles

### **DECK/PATIO**

Ravine lots will first require an on-site inspection by the City to determine the location of the ravine break line.

#### **Required Information / Materials:**

- Detailed Site Plan indicating building setbacks & identifying property corners
- Value of Construction
- One (1) set of legible building plans with footing size & structural lumber sizing for decks.

#### **Required Setbacks: Corner lots have 2 Front setbacks, 1 Side setback & 1 Rear setback**

<u>Hilltop</u>	<u>Valley</u>
Rear: 15'	Rear: 15'
Side: 10'	Side: 5'
Front: 30'	Front: 20'

Lots with a Ravine: 25' from the ravine breakline

- ❖ Detached deck must be 5 feet from all other structures
- ❖ A covered deck is considered a primary structure and would require a Rear Setback of 25 feet for both Hilltop and Valley.
- ❖ Patios put in ravine setbacks must be In-Ground and flush with the existing grade, not built up. They must maintain a 15 foot setback from the breakline.

## UTILITY SHED

Building Permits are required for all sheds including prebuilt & prefabricated models regardless of construction value.

### Required Information / Materials:

- Detailed Site Plan indicating building setbacks & identifying property corners
- One (1) set of legible Building Plans
- Value of Structure

### Setbacks: Corner lots have 2 Front setbacks, 1 Side setback & 1 Rear setback

#### Hilltop

Rear Setback: 5'

Side Setback: 5'

#### Valley

Rear: 5'

Side: 5'

- ❖ Utility shed may not exceed 168 sq. ft.
- ❖ Utility shed must be 5 feet from existing structures (including decks).
- ❖ Maximum height cannot exceed 14 feet.
- ❖ Overhangs cannot exceed 2 feet; Access door cannot exceed 6 feet in width.
- ❖ Shed must be located in rear of property. Minimum setback is 5 feet from any ravine breakline.
- ❖ No more than one (1) storage or utility shed is permitted on any lot.

## FENCING

### Required Information / Materials:

- Detailed Site Plan identifying:
  - Property Corners
  - Setbacks
  - Height
  - Location of fence
- Fence Material
- Value of Construction

#### Hilltop

Rear: 6'

Side: 6' (starting 30' back from front property line)

Front: 3' (6'h starting 30' back from front property line)

#### Valley

Rear: 6'

Side: 6' (starting 20' back from front property line)

Front: 3' (6'h starting 20' back from front property line)

**Corner Lots:** Where a lot is located at the intersection of two streets, fences shall be no higher than 3 feet for a distance equal to or greater than the front yard setback measured both directions

from the corner property pin. Corner lots will require a site inspection prior to a permit being issued.

- ❖ Fences shall not be located on any property line. A fence can be put up to the property line. (Rule of thumb: leave a lawn mower's width between the outside of your fence and your property line).
- ❖ Fences shall not interfere with traffic or pedestrian visibility.
- ❖ Fences cannot be built on altered terrain such as a berm.
- ❖ Invisible fencing must be at least 3 feet from the inside of the sidewalk or 3 feet from the curb if there is no sidewalk.
- ❖ Fences shall be located a minimum of 5 feet from the ravine breakline.

## ROOFING

### Required Information / Materials:

- Value of Construction

**Tear Off:** An Ice Protection underlayment must be installed before applying the new roof.

In areas where the average daily temperature in January is 25 degrees F (-4 degrees C) or less, an ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the eave's edge to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

**In virtually all cases, 2 or more rows of ice & water barrier will be required to reach 24" inside the exterior wall line of the building.**

## SWIMMING POOL

### Required Information / Materials:

- Scaled Site Plan indicating pool setbacks & identifying property corners
- Value of Construction

### Setbacks

#### Hilltop

Side: 10'

Rear: 10'

#### Valley

Side: 5'

Rear: 10'

- ❖ In-ground private swimming pools serving a single-family residence must be completely enclosed by a fence at least 6 feet in height **or** an automatic pool cover installed over the entire pool surface which meets ASTM F 1346 standards.
- ❖ Above-ground and in-ground pools are not permitted in any front yard.
- ❖ Aprons surrounding above-ground or in-ground pools are subject to the required setbacks.

## LANDSCAPING

- ❖ With the exception of boulevard trees as approved by the City, no other type of landscaping, retaining wall, rain garden, berm or other similar uses shall be permitted within a public right-of-way.
- ❖ With the exception of driveway approaches, at a minimum, the first 5 feet of any residential boulevard or a street right-of-way located closest to the street shall be planted and maintained using traditional turf grass. Thereafter, mulch or landscaping rock may be used for landscaping purposes. Mulch is permitted in the boulevard area

around trees in a radius not to exceed 24 inches. Flowering plants not to exceed 36 inches in height are permitted when used for screening or aesthetics.

- ❖ With the exception of grass, trees and flowers, any landscaping project consisting of the alteration of land including but not limited to the following will require a building permit:

- Landscape Rock / Boulders / Edging
- Walkways
- Paver Bricks
- Pergolas
- Berms
- Retaining Walls
- Fountains / Ponds

### **Required Information / Materials:**

- Detailed site plan indicating locations of proposed landscaping materials

### **Setbacks:**

#### **Pergolas, Water Fountains & Ponds:**

Hilltop: 10' Rear setback and 10' Side setback  
Valley: 5' Rear setback and 5' Side setback

**Note:** Plumbing permits are necessary for any water fountains, ponds or underground lawn irrigation systems which are connected to the Municipal Water Systems. Electrical permits may be required from the State Board of Electricity for projects which utilize electricity.

### **GAZEBOS**

Up to 144 sq. ft. – Hilltop: 10' Rear setback, 10' Side setback, 5' Ravine setback  
Valley: 5' Rear setback, 5' Side setback, 5' Ravine setback

Over 144 sq. ft. – Hilltop: 25' Rear setback, 10' Side setback, 25' Ravine setback  
Valley: 5' Rear setback, 5' Side setback, 25' Ravine setback

Gazebos are not allowed in front yards.

### **PLAYHOUSES** - Site Plan required.

Permitted in any residential zoning district subject to the following:

- Maximum floor area shall not exceed 60 square feet.
- Maximum height shall not exceed 5 feet.
- Minimum setback is 5 feet from any rear or side property line.
- Shall not be located within any front yard.
- No more than 1 playhouse permitted on any lot.
- Minimum setback is 5 feet from any ravine breakline.
- Located a minimum of 5 feet from any main, accessory or utility building.