



CITY OF OAK PARK HEIGHTS

14168 Oak Park Blvd. N • Box 2007 • Oak Park Heights, MN 55082 • Phone (651) 439-4439 • Fax (651) 439-0574

ADDITION CONSTRUCTION REQUIREMENTS

Should you have any questions after reading the following information, please call the Building Inspection Department at 651-439-4439 to discuss the topics of concern. We will do our very best to answer your questions in a simple, easy to understand manner.

BUILDING PERMITS: Building Permits are required for all additions attached to the home or detached accessory buildings, and must comply with the setback requirements of the City's Zoning Code.

Building Permit application forms can be obtained from our web site (www.cityofoakparkheights.com) or may be filled out at the time you drop off your plans.

Gopher State One --- Call 651-454-0002 or 1-800-252-1156 at least two business days prior to digging holes for the footings. E-mail address is www.gopherstateonecall.org.

RESPONSIBILITIES OF THE PROPERTY OWNER:

1. To be sure that a Building Permit has been issued for this construction project.
2. Verify that your Contractor is licensed with the State of Minnesota.
3. To locate property corner irons for the identification of the property lot lines.
4. To make sure all required inspections have been requested, made, and approved by the City's Building Official.

INFORMATION TO BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION FORM:

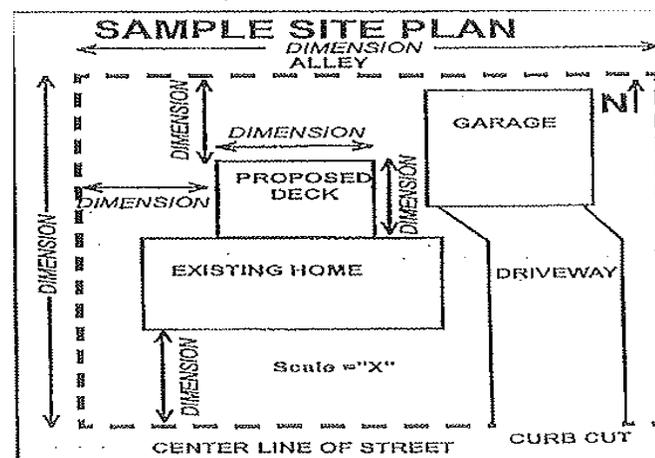
With the Building Permit Application you will need to submit a survey or a scale drawing of a site plan, floor plan of the addition, and an elevation plan of the addition. The following text and sample drawings show the minimum detail expected so the permit process can proceed smoothly.

Two sets of each plan is required and should have all of the information requested.

SURVEY OR SITE PLAN:

The Certificate of Survey or site plan shall be drawn to scale indicating the lot dimensions, the location and size of the existing structure(s), and the location and size of the proposed addition. Indicate the setbacks from the property lines of the existing and proposed addition.

NOTE: Setback requirements vary as to attached & detached structures.



FLOOR PLAN:

SIDE & REAR VIEW ELEVATION PLANS

- 1) Proposed addition size. (Length & Width)
- 2) Size and spacing of the floor joists.
- 3) Size and type of decking material.
- 4) Size, type, location, spacing of posts.
- 5) Size, type, and location of beams.
- 6) Show footing location & diameter.

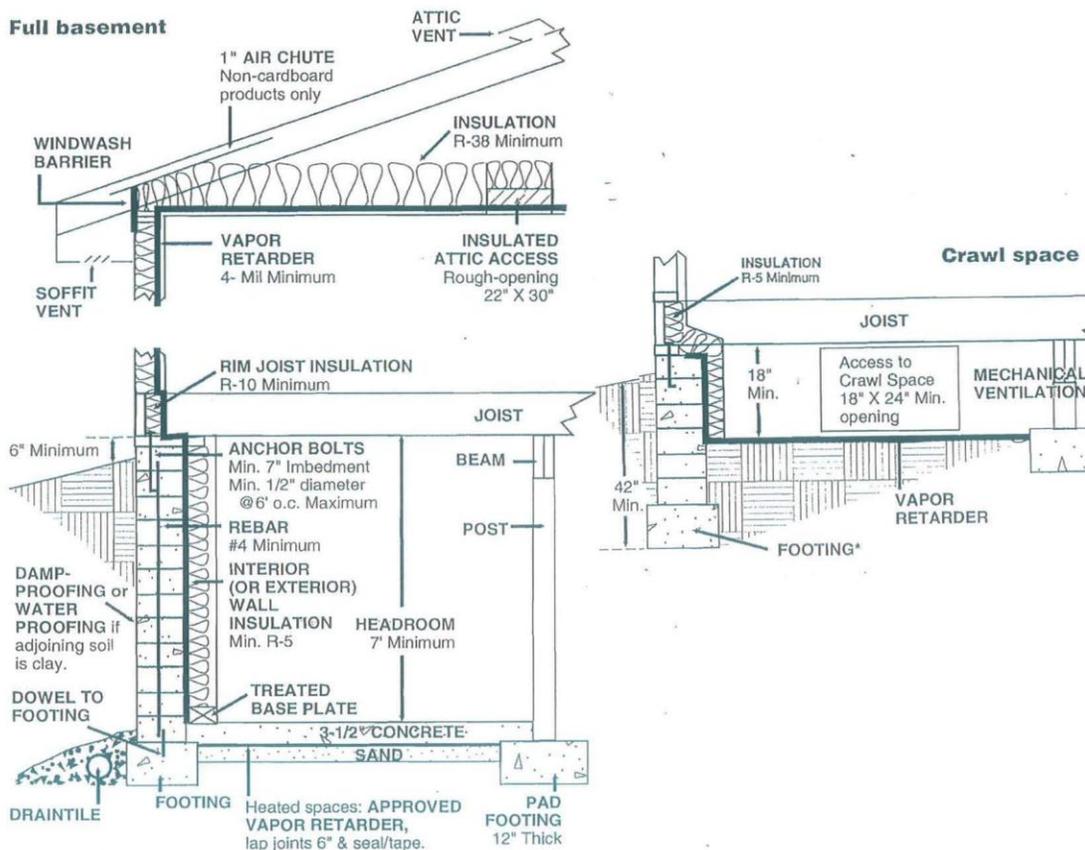
- 1) Height of the structure from grade.
- 2) Post Footings diameter size and depth or depth foundation footings.
- 3) Guard height & intermediate guard rail spacing. (If required)
- 4) Handrail height. (If required)
- 5) Stairway treads rise & run

REQUIRED INSPECTIONS:

1. **Footings:** After the holes or foundation is dug, but **PRIOR TO THE POURING OF CONCRETE.**
2. **Foundation:** Damp proofing, insulation, and drain tile.
3. **Electrical, Pumping, & Heating:** Rough In Inspections. (Note separate permits are required.)
4. **Framing:** This inspection is to be made after all inspections have been made for the sub-contractors and approved by the Building Inspector.
5. **Insulation:**
6. **Final:** Required of all sub-contractors.

CALL FOR REQUIRED INSPECTIONS 24 HOURS PRIOR TO SCHEDULE APPOINTMENT TIME

Leave your name, phone number, type of inspection needed, time for the inspection, and the project address.





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ADDITION BUILDING PERMIT APPLICATION

Company Name: _____

Applicants Name: _____

Address: _____

City / State / Zip: _____

Phone #: _____ **Fax #** _____

State License #: _____ **City License #** _____

Lead Certification # _____ **E-Mail** _____

Project Supervisor: _____

Phone #: _____ **E-Mail** _____

Owner: _____

Address: _____

City / State / Zip: _____

Phone Number: _____ **E-Mail** _____

CLASS OF WORK: ___ New ___ Addition ___ Remodel ___ Repair ___ Deck ___ Demolition

Brief Description of work: _____

Separate permits are required for electrical, plumbing, and heating. This permit becomes null and void if work or construction authorized has not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days. I hereby certify that I have read and examined this application and know the same to be true and correct. 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.

Date: _____

Applicant's Signature _____

Project Address _____ **Valuation** _____

FOR OFFICIAL USE ONLY

Building Permit \$ _____ Plan Review \$ _____ Surcharge \$ _____

Utility Inspections \$ _____ Investigation Fee \$ _____ Other Fees \$ _____

TOTAL PERMIT FEE \$ _____