



DEPARTMENT OF  
**BUILDING SAFETY**

CITY OF OTSEGO  
13400 - 90TH ST NE / OTSEGO, MN 55330  
(763) 441-2593 • (FAX) 441-8823  
*E-Mail: [building@ci.otsego.mn.us](mailto:building@ci.otsego.mn.us)*

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## **SINGLE FAMILY DWELLING PERMIT REQUIREMENTS**

The following information must be submitted to the Building Department before a building permit can be processed and approved.

- 🌐 **Building Permit Application Form**
- 🌐 **Survey or Site Plan (two copies)**
- 🌐 **Building Plans (two sets)**
- 🌐 **Energy Code Compliance Forms**
- 🌐 **Miscellaneous as required**

A more detailed description of the items is listed below.

After a preliminary review additional information may be required. Allow 7 - 10 working days for processing.

### 🌐 **BUILDING PERMIT APPLICATION**

Complete and sign a Building Permit Application form. Forms are available at the Otsego's City Hall and online at [www.ci.otsego.mn.us](http://www.ci.otsego.mn.us).

### 🌐 **SURVEY OR SITE PLAN**

Provide a site plan of the property showing all property lines, road right of ways, easements, existing buildings (with dimensions) and project address. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required when deemed necessary by the department.

### 🌐 **BUILDING PLANS**

**Elevation Drawings** (exterior views), of front, rear and sides of the finished building.

**Floor Plans** of the basement and each floor showing the dimensions of the house, interior rooms and use of each room (bedroom, bathroom etc.), smoke detectors, window and door locations (safety glazing if required), interior walls, header sizes, stairs and plumbing and mechanical equipment.

**Section Drawings** (side cutaway view) showing the details of the footing, foundation construction with a drainage system, waterproofing and insulation, floor, wall and roof construction. Provide copies of the floor and roof truss specifications prepared and stamped by a MN licensed engineer.

**Include Plans** for decks and garage if applicable.



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**ENERGY CODE COMPLIANCE FORM**

Complete the Energy Code Compliance Forms to verify compliance with the MN Energy Code, (both the building envelope and mechanical pressurization form are required).

**MISCELLANEOUS**

**Fireplace:** Masonry fireplaces must be installed and inspected to code, prefabricated fireplaces install per the manufactures installation instructions, provide installation instructions on-site for a rough-in and final inspection.

**General Zoning** requirements must be met. A zoning permit application is required if a variance, conditional use permit or special evaluation is required. Building permits will not be issued until all zoning requirements are approved.

**Permit fees** will be determined after the application and plans have been reviewed. Fees must be paid in full before a permit can be issued or work can begin.

**Electrical wiring** must be inspected and approved by the State Electrical Inspector. The City of Otsego has permit applications available for your convenience or they are available online at: [http://www.electricity.state.mn.us/eli\\_inspection\\_forms.html](http://www.electricity.state.mn.us/eli_inspection_forms.html). All electrical inspections, questions will be handled by Paul Hipsag – he can be reached at (763) 241-2102 between 7 a.m. – 8:30 a.m.

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**GENERAL INFORMATION**

**A Certificate of Occupancy** is required before the house can be occupied. All the required inspections must be completed and approved including final approval from the State Electrical Inspector. Also needed is a Passed Final Grading Certification which will be double-checked by our city engineer.

**To schedule** an inspection call **24 – 48** hours in advance at **763-441-2593**, 8:00 a.m. to 5:00 p.m., Monday through Thursday or 8:00 to Noon on Friday.

**Excavations**, prior to excavating call Gopher State One, 48 hours in advance at 651-454-0002 or 811, to verify the location of underground utilities etc.

**Gas and Electric Utilities**, contact your local utility for specific requirements.



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## REQUIRED INSPECTIONS

**In accordance with the State Building Code, it is the duty of the person doing work authorized by a permit to notify the appropriate official that such work is ready for inspection. It is also the duty of the person requesting the inspection to provide access to and a means for completion of the inspections.**

**FOOTING INSPECTIONS:** Prior to pouring any concrete, all footing and formwork, including reinforcement and miscellaneous embedments must be inspected.

**FOUNDATION WALL INSPECTIONS:** Poured concrete walls must be inspected prior to pouring concrete. All foundation walls must be inspected prior to backfilling.

**SITE UTILITY INSPECTIONS:** All site utilities, including the water service, sanitary sewer/septic system(s), storm sewer etc. must be inspected and/or tested by the appropriate authority having jurisdiction prior to covering or concealment.

**PLUMBING, MECHANICAL, ELECTRICAL AND FIRE SPRINKLER SYSTEM WORK:** All plumbing piping, including waste/vent and water piping must be inspected prior to concealment. All mechanical ductwork, fire dampers, flues, controls and equipment, and gas, hydronic and process piping must be inspected prior to concealment. All electrical wiring, controls and equipment must be inspected prior to concealment.

**INSULATION/ENERGY CODE COMPLIANCE INSPECTION:** All required exterior envelope insulation and vapor barriers and all required duct and convection pipes and apparatuses must be insulated and approved prior to concealment.

**FIRESTOPPING INSPECTION(S):** All penetrations of any fire-resistive membrane, including walls, floors, roofs, ceilings, etc. must be inspected for proper placement and installation of the required fire-stop system. All sealing of fire-rated penetrations must be inspected and approved prior to concealment.

**STRUCTURAL/FRAME INSPECTION:** All framework, structural and non-structural, must be inspected and approved prior to covering. **All rough-in mechanical, (i.e., plumbing, electrical, mechanical, fire suppression, etc.) must have already been inspected and approved at this stage of work also.**

**REQUIRED SPECIAL INSPECTIONS:** In accordance with the Special Inspection Requirements of the code, it may be necessary for special inspectors to be employed to inspect such things as soils, concrete, steel reinforcing placement, structural welding and bolting, spray-on fireproofing, structural masonry construction, smoke control systems, pilings, caissons and other inspections as deemed necessary by the Architect and/or Engineer of record. Work requiring special inspections may not be covered/concealed until required inspections are complete and approved.

**OTHER REQUIRED INSPECTIONS:** Depending on the complexity of a building or structure and the equipment specified for installation, such as for elevators, the code may require or allow for other required inspections as deemed necessary by the authority having jurisdiction.

**FIRE CODE INSPECTIONS:** Applicable State Fire Code regulations must be completed and approved by the Fire Marshal prior to final inspection and occupancy of the building or structure.

**FINAL INSPECTIONS:** A final inspection will be required for all plumbing, electrical, mechanical, fire suppression, fire alarm, fire code, health and building code compliance issues. Upon successful completion and approval of all systems, a Certificate of Occupancy will be issued.