

CITY OF NICOLLET DEPARTMENT OF BUILDING SAFETY
BUILDING PERMIT REQUIREMENTS

The following information must be submitted to the Building Department before a building permit can be processed and approved. Submit to the Municipal Building, Building Department Office @ 227 South Front Street. St Peter MN 56082 Phone 507-934-0662 Fax 507-934-4917

**CITY SEWER AND WATER INSPECTIONS ARE DONE BY CITY OF NICOLLET STAFF.
CALL 507-232-3474 BEFORE COVERING**

- 1. A completed Building Permit Application Form**
 - 2. Two (2) copies of a Survey of a Site Plan**
 - 3. Two (2) sets of Construction Plans**
 - 4. Energy Code Compliance Forms (as required)**
 - 5. A completed Excavation Permit (if digging in the right-of-way or street)**
 - 6. A completed Plumbing/Mechanical Permit**
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1. BUILDING PERMIT APPLICATION FORM: Must be obtained from the Building Department. Provide State contractors license on the application
 2. SURVEY OR SITE PLAN: Provide an updated site plan or survey (to scale) of your property showing all property lines, existing buildings and their dimensions, setbacks (distances) from property lines, wells, easements, streets, alleys and the proposed location of the new house. Please indicate height of house on the site plan (ie: (1) one story, (1 ½) one and one half story, (2) two story). A sample site plan is available from the Building Department.
 3. CONSTRUCTION PLANS FOR SINGLE AND TWO FAMILY DWELLINGS: You must submit two sets of complete plans and specifications (drawn to scale) that contain the following information.
 - a. Footing/Foundation plans showing:
 - i. Material used for fill and footings, depth and width of footings, size and placement of reinforcement.
 - ii. Material used for foundation, size of foundation, size and placement of reinforcement.
 - iii. Type and location of foundation drainage system.
 - b. Floor plan of basement and each floor above
 - c. Front elevation, rear elevation, and both side elevations
 - d. Cross section showing all floors and roof
 - e. Details as needed to show compliance with the Building Code
 - f. Electrical plan (if required)
 - g. Plumbing plan (if required)
 - h. Accessibility compliance (if required)

4. PLANS, SPECIFICATIONS, AND EITHER CALCULATIONS OR COMPLIANCE FORMS SHOWING COMPLIANCE WITH ALL REQUIREMENTS OF THE MINNESOTA ENERGY CODE INCLUDING:
 - a. Exterior envelope component materials, U-values of doors, windows, and skylights
 - b. R-values of insulation used in walls, ceiling/roof floors rim joists basement/foundation walls, etc
 - c. Location of interior air barrier, vapor retarder, and wind wash barrier
 - d. Air sealing requirements
 - e. Size and type of equipment (space heating, water heating, air conditioning, ventilating fans, and other ventilation equipment including input BTU's and CFM ratings)
 - f. Equipment controls
 - g. Any other data needed to indicate compliance with code
5. PLUMBING/MECHANICAL PERMIT: A separate plumbing/mechanical permit is required for any plumbing or mechanical work to be done (new, replacement, or remodel).
6. ZONING APPROVAL: A building permit will not be issued until City Zoning has conducted their review of the plans in their areas of responsibility.

REQUIRED BUILDING INSPECTIONS: CALL 507-934-0662

1. **Site:** After the lot lines, setbacks, and elevations are marked and BEFORE any excavation work begins.
2. **Utility:** After the water and sewer service lines are connected, bedded, and tested, but before backfilling occurs. **Note: call city of Nicollet for inspection. (507-232-3474)**
3. **Footing:** After footing forms are in place, reinforcement is in place, and before pouring concrete.
4. **Poured Foundation:** (if applicable) After forms and reinforcement are in place, and before pouring concrete.
5. **Foundation:** After damp-proofing, after the installation of all exterior insulation and foundation drains are in place and before backfilling.
6. **Framing:** After rough-in electrical inspection, rough-in plumbing drains and vents, and rough-in heating inspections and the roof is weather resistant.
7. **Insulation:** After all insulation, wind wash barrier, and vapor retarders are in place and the roof is weather proof.
8. **Wallboard:** After all wallboard is fastened, but before any taping of butts and fasteners. (Note: This applies to structural and/or firewalls).
9. **Final:** When the building is completed, turf establishment, the final electrical inspection, the final plumbing and the final heating inspections are completed, but before occupancy. A Certificate of Occupancy will be issued when all inspections have been approved and the inspection record is returned to the Building Department.

REQUIRED PLUMBING INSPECTIONS: CALL 507-934-0662.

1. **Underground:** (if applicable) When all underground work is complete and air tested (5# for 15 min.) and before covering.
2. **Rough-In:** After all drain and vent pipe is installed and air tested (5# for 15 min.). After rough-in water pipe is installed and all pipe nail protectors have been installed.
3. **Final:** After all fixtures are set and the completed system passes the manometer test.

REQUIRED MECHANICAL/HEATING INSPECTIONS: CALL 507-934-0662.

1. **Underground:** (if applicable) When all underground duct work is installed, insulation is in place and before covering.
2. **Rough-In:** After all heating, cooling, ventilation lines, and ducts are installed, but before covering.
3. **Fuel Gas Piping:** After all gas piping has been installed an air tested (25# for 30 min.), but before covering.
4. **Final:** After all gas appliances are installed and the system passes a manometer test.

REQUIRED FIREPLACE INSPECTIONS: CALL 507-934-0662

1. **Masonry Rough:** (if applicable) After the fire box, smoke chamber, and first section of flue are installed.
2. **Fireplace Rough:** After unit is installed, gas piping is into the appliance, flue, and vent terminations are installed.
3. **Fireplace Final:** After all hearths, facing materials, and vent terminations are complete.

REQUIRED ELECTRICAL INSPECTIONS: Note: Electrical wiring must be permitted and inspected by the State Electrical Inspector. See SCHEDULING INSPECTIONS below.

1. **Underground:** (if applicable) After all underground work is complete and before covering.
2. **Rough-In:** After all above grade wiring is complete, but before covering
3. **Final:** After all fixtures are installed and the completed system passes the required tests. (Final building inspection will not be complete and Certificate of Occupancy will not be issued until the final electrical inspection is completed).

BUILDING PERMITS WILL NOT BE ISSUED AND WORK CANNOT BEGIN UNTIL THE APPROPRIATE PERMITS HAVE BEEN APPROVED FOR ISSUANCE BY THE BUILDING OFFICIAL. Failure to provide all the information requested above will delay or prevent permit approval. After a preliminary review, additional information may be required. Please allow 7 days for a building permit to be processed. **REMEMBER TO CALL THE BUILDING DEPARTMENT AT 507-934-0662.**

GOPHER STATE ONE CALL: Before excavating, call Gopher State One Call at **1-800-252-1166** to have the location of all underground utilities marked. A **48-hour** advance notice is required. Along with the excavation address, Gopher State One Call will ask for the township, Range, and Section descriptions of your property. That information can be obtained from the Building Department.

SCHEDULING BUILDING OR PLUMBING/MECHANICAL INSPECTIONS: Call the Building Department at **507-934-0662** between 8:00 AM and 5:00 PM, Monday through Friday. To facilitate scheduling, we ask that requests for inspections be made in advance as far ahead as possible. Any requests made **before 12:00 PM will be scheduled that day** as available. Any requests made **after 12:00 PM will be scheduled the following day**. Please have the address, permit number, and type of inspection needed when making your request.

SCHEDULING ELECTRICAL INSPECTIONS: For electrical permits or inspections, call the State Electrical Inspector to schedule.