

- This handout is written only as a guide—it is not intended to nor shall it be considered a complete set of requirements. Additional information is available on the [City's website \(ighmn.gov\)](http://www.ighmn.gov).
- The current Minnesota State Building Code is available on the [Department of Labor and Industry's website \(dli.mn.gov\)](http://www.dli.mn.gov).
- **CALL BEFORE YOU DIG.** Contact Gopher State One Call at 651-454-0002 or [www.gopherstateonecall.org](http://www.gopherstateonecall.org) 48 hours before you intend to dig to protect against underground utility damage.

**[Minnesota State Building Code 1300.0220](#)** states that no building or structure shall be used or occupied until the building official has issued a Certificate of Occupancy. **An occupancy inspection is required prior to the issuance of the certificate.**

## PERMITS

Separate permits are required for Mechanical, Plumbing, Fire Alarm, Fire Sprinkler, Septic, and Electrical work. Electrical permits must be obtained from the MN Department of Labor & Industry: [ims.dli.mn.gov/ims](http://ims.dli.mn.gov/ims).

## APPLICATION SUBMITTALS

- Application must be submitted through the permit portal: <https://cv.ighmn.gov/cityviewportal>.
- Permit fees are payable after the application is reviewed & approved.

## SUBMITTAL REQUIREMENTS

1. Constructions plans & specifications, including:
  - Beam/header calculations
  - Foundation insulation details
  - Foundation wall engineering or prescriptive design details
  - Structural engineering
  - Truss specs
2. Certificate of Survey
3. Forms from this handout:
  - Building Permit Form
  - Certificate of Occupancy Agreement
  - Erosion Control Requirement for Construction
  - Energy Code Compliance Certificate



# Building Permit Form

Form must be submitted as part of the permit application on the portal: <https://cv.ighmn.gov/CityViewPortal>

## Property Information

Site Address \_\_\_\_\_ Owner's Name(s) \_\_\_\_\_

Use of Building  Single-Family  Single-Family Attached  Multi Family  Mixed Use  
 Business  Educational  Government  Religious

## Contact Information

Contractor \_\_\_\_\_ Phone \_\_\_\_\_ License No. \_\_\_\_\_

Project Manager \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Architect / Engineer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## Construction Information

Class of Work  New  Addition  Alteration / Remodel  Retaining Wall

Description of Work

Valuation (including labor) \$ \_\_\_\_\_

Utilities  City Water  City Sewer  Well  Septic

Structure Height \_\_\_\_\_

Setbacks	Front _____	Square Feet	Basement _____	Garage _____
	Right Side _____		1 <sup>st</sup> Floor _____	Porch _____
	Left Side _____		2 <sup>nd</sup> Floor _____	Deck _____
	Rear _____		3 <sup>rd</sup> Floor _____	Other _____

## Acknowledgment

I acknowledge that this application is complete and accurate, that the work will be in conformance with Local and State Codes, and that work will not start until this permit has been reviewed and approved. I understand that answering 'Yes' will be treated in the same manner as a handwritten signature, for the purpose of validity, enforcement, and admissibility. Check the box if you agree: Yes

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

Permit Number \_\_\_\_\_

Zoning \_\_\_\_\_

Occupancy \_\_\_\_\_

Type of Construction \_\_\_\_\_

Bedrooms / Dwelling Units \_\_\_\_\_

Max Occupancy Load \_\_\_\_\_

Sprinklered \_\_\_\_\_

**Fee Type**

Building Permit \_\_\_\_\_

Plan Review \_\_\_\_\_

Surcharge \_\_\_\_\_

Utilities \_\_\_\_\_

Other \_\_\_\_\_

**Total** \_\_\_\_\_



## Certificate of Occupancy Agreement for New Single-Family Homes

Prior to approval of a Certificate of Occupancy by the Chief Building Official, all outstanding items listed on the Temporary Certificate of Occupancy must be completed and pass inspection by the date(s) stated therein, including submission of a Final Grade As-Built survey completed by a licensed engineer or registered surveyor.

- The floor and final grading elevations from the Certificate of Survey approved by the City Engineer at the time of building permit issuance will be used if an approved grading plan has not been provided for the lot.
- If alterations to the approved plan or final grade elevations are necessary, submit the changes to the Inspections & Engineering departments for review before beginning the work. Do not seek approval for change requests from city staff in the field.
- The permit holder is solely responsible for ensuring compliance with the plans that were approved by the city at the time of building permit issuance. Inspections performed by the city do not constitute any representation, guarantee, or warranty, either implied or expressed, to any person that the floor and final grade elevations comply with the approved plans.

### Penalty & Enforcement:

When an applicant fails to conform to any provision of City Code 9-5-11, the city may take the following actions:

- Withhold the scheduling of inspections and/or the issuance of a temporary or final Certificate of Occupancy.
- Revoke any permit issued by the city to the applicant for the site in question or **any other** of the applicant's sites within the city's jurisdiction.

### Acknowledgements:

I have read this agreement regarding the conditions under which a Certificate of Occupancy will be issued for the property located at \_\_\_\_\_, and I understand that the Chief Building Official can deny occupancy for any building until all conditions have been met.

I understand that answering 'Yes' will be treated in the same manner as a handwritten signature for the purpose of validity, enforceability, and admissibility. Check the box if you agree: Yes

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Type/Print Name

Representing

Date

Applicants must follow City Code Chapter 5, [Storm Water Management](#), in its entirety to minimize erosion and sediment from entering surface waters, including curb & gutter systems and storm sewer inlets & infrastructure.

### KEY REQUIREMENTS

- City standard plates for erosion control to be followed (<https://ighmn.gov/DocumentCenter/View/5964/Erosion-Control>).
- For construction sites with disturbed vegetative cover, erosion control practices must be established on all down gradient perimeters before any land disturbing activities begin. These practices shall remain in place until final stabilization has been established ([City Code Section 9-5-7C5](#)).
- All erosion prevention and sediment control BMPs must be inspected and maintained on a regular basis by city approved personnel to ensure integrity and effectiveness. All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs within 24 hours of discovery, or as soon as field conditions allow ([City Code Section 9-5-7D4](#)).
- All exposed soil areas must be stabilized as soon as possible but in no case later than 14 days after the construction activity in that portion of the site has ceased ([City Code Section 9-5-7C4](#)).
- All storm inlets must be protected by appropriate BMPs during construction ([City Code Section 9-5-7C7](#)).
- Temporary soil stockpiles must have effective sediment controls at the toe of the pile ([City Code Section 9-5-7C8](#)).
- Vehicle tracking of sediment must be minimized by BMPs, such as a rock construction entrance, steel wash racks, or equivalent systems. All contractors/subcontractors are required to use the rock construction entrance for access, rather than driving over the curb. Street sweeping must be used if such BMPs are not adequate to prevent sediment from being tracked onto the street ([City Code Section 9-5-7C9](#)).
- All parcels, even those less than an acre in size, have the obligation to establish turf grass lawns or other approved landscaping within one year of the date a building permit is issued for the property ([City Code Section 5-9-4D](#)).

### PENALTY, ENFORCEMENT, RIGHT OF ENTRY

If erosion/sediment is observed entering into streets, adjacent properties, wetlands, or water bodies, the applicant shall immediately cleanup and repair any eroded soils or sediment ([City Code Section 9-5-11C3](#)).

Failure to cleanup offending erosion/sediment and correct, repair, replace, or supplement nonfunctional BMPs within 48 hours, or within a time frame specified by the city, the city may take the following actions ([City Code Section 9-5-11C4](#)):

- Withhold the scheduling of inspections and/of the issuance of a temporary or final Certificate of Occupancy.
- Revoke any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.



## Erosion and Sediment Control Requirement for Construction

- Direct the correction of the deficiency by city staff or by a separate contract. The issuance of a permit constitutes a right of entry for the city or its contractors to enter upon the construction site for the purpose of correcting deficiencies.
- All costs incurred by the city in correcting deficiencies shall be reimbursed by the applicant.

### ACKNOWLEDGMENT

I have read and understand the erosion control requirements for building construction and will comply with all requirements of City Code Chapter 5. I acknowledge that the work will be in conformance with Local and State Codes, and that work will not start until this permit has been reviewed and approved. I understand that answering 'Yes' will be treated in the same manner as a handwritten signature for the purpose of validity, enforceability, and admissibility. Check the box if you agree: Yes

Property Address \_\_\_\_\_

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

# New Construction Energy Code Compliance Certificate

Per R401.3 Certificate.

A building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Posted



<b>Mailing Address of the Dwelling or Dwelling Unit</b>	<b>City</b> INVER GROVE HEIGHTS
<b>Name of Residential Contractor</b>	<b>MN License Number</b>

THERMAL ENVELOPE										RADON CONTROL SYSTEM		
Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply								Passive (No Fan)		
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate	Active (With fan and monometer or other system monitoring device)		
Below Entire Slab											Location (or future location) of Fan:	
Foundation Wall											Other Please Describe Here	
Perimeter of Slab on Grade												
Rim Joist (1st Floor)												
Rim Joist (2nd Floor+)												
Wall												
Ceiling, flat												
Ceiling, vaulted												
Bay Windows or cantilevered areas												
Floors over unconditioned area												
Describe other insulated areas												

<b>Building envelope air tightness:</b>		<b>Duct system air tightness:</b>	
<b>Windows &amp; Doors</b>		<b>Heating or Cooling Ducts Outside Conditioned Spaces</b>	
Average U-Factor (excludes skylights and one door) U:		Not applicable, all ducts located in conditioned space	
Solar Heat Gain Coefficient (SHGC):		R-value	

MECHANICAL SYSTEMS					Make-up Air <i>Select a Type</i>	
Appliances	Heating System		Domestic Water Heater		Cooling System	
Fuel Type						Not required per mech. code
Manufacturer						Passive
Model						Powered
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:	Interlocked with exhaust device. Describe:
Efficiency	AFUE or HSPF%				SEER /EER	Other, describe:
<b>Residential Load Calculation</b>	<b>Heating Loss</b>		<b>Heating Gain</b>		<b>Cooling Load</b>	
						Location of duct or system:
						Cfm's
						" round duct OR
						" metal duct

MECHANICAL VENTILATION SYSTEM					Combustion Air <i>Select a Type</i>	
Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):					Not required per mech. code	
<b>Select Type</b>					Passive	
Heat Recover Ventilator (HRV) Capacity in cfm's:	Low:		High:		Other, describe:	
Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:		High:		Location of duct or system:	
Balanced Ventilation capacity in cfm's:						
Location of fan(s), describe:					Cfm's	
Capacity continuous ventilation rate in cfm's:					" round duct OR	
Total ventilation (intermittent + continuous) rate in cfm's:					" metal duct	