

- 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 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.

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. SAC Determination from Met Council: [SAC Submittals \(metrocouncil.org\)](http://www.metrocouncil.org)
4. COMcheck report from Building Energy Codes Program: [COMcheck-web \(energycodes.gov\)](http://www.comcheck-web.com)
5. Forms from this handout:
 - Building Permit Form
 - Certificate of Occupancy Agreement
 - Erosion Control Requirement for Construction



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 st Floor _____	Porch _____
	Left Side _____		2 nd Floor _____	Deck _____
	Rear _____		3 rd 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 Commercial Buildings

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

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 _____



Commercial Requirements: Conditional Occupancy Approval for Staff & Furniture Only

The City of Inver Grove Heights requires every new commercial building, building addition, and tenant build out to have Conditional Occupancy Approval **prior** to the newly constructed or remodeled facility being occupied by the building owner, business owner, or employees. Approval is also required before bringing in store fixtures, building furnishings, workstations, materials, and merchandise.

Prior to receiving Conditional Occupancy Approval, only general construction personnel may be inside the building(s) for regular construction activity.

To obtain Conditional Occupancy Approval allowing staff, furnishings and/or merchandise to be in the facility, the permit holder must schedule an inspection with the Chief Building Official to verify the following:

1. Work is completed to the point that only finishes and exterior site work remain
2. All fire protection and life safety devices have been inspected & approved by the Fire Marshal; this may include, but is not limited to:
 - a. Fire alarms, fire sprinklers & fire extinguishers
 - b. Smoke exhaust or control systems
 - c. Cooking hoods
 - d. On-site fire hydrants
 - e. Fire department access roads
 - f. Signage & building address numbers
3. All required building exits and exit systems are complete, cleaned, and usable, including:
 - a. Handrails, stairs, guards, doors, door hardware & exterior walkways
 - b. Exit signs
 - c. Emergency lighting leading out to exterior exit discharge
4. Electrical work has been inspected & approved by the electrical inspector

It is the responsibility of the permit holder to ensure the items listed above are completed prior to requesting the inspection. If violations of this policy are found, a "stop work" order may be issued for the project until necessary corrective action is taken.

Conditional Occupancy Approval notes:

- This approval does not allow the facility to be occupied by the staff's/employee's family members or the general public. A complete final inspection and full Certificate of Occupancy are required prior to the facility being accessible to all.
- If deficiencies are found during subsequent inspections, this approval can be revoked.