

City of Hayfield
Building Permit Process (revised 3/09)

1. Applicant must submit application to City of Hayfield

Applicant shall include:

- a. Site plan showing the property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
 - b. Legal description and address of property
 - c. Two (2) complete sets of plans which include footing, foundation, wall, and roof details. CMS will release permit after energy calculations and makeup and combustion air calculations (mechanical calculations) are approved. All buildings, other than one and two family dwellings, require architectural and/or structural engineering certifications.
 - d. On-site and well information if building is not on municipal water and/or sanitary sewer.
2. Building permit review and issuance normally takes 10 to 14 working days.
 3. Applicant pays all fees when he/she picks up the permit(s) before construction.
 4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home, the following inspections will be required:
 - a. Footing/foundation. This is made BEFORE the concrete is poured.
 - b. Poured foundation walls.
 - c. Back-fill (Will be enforced April 1, 2009)**
 - d. Plumbing rough-in --- below ground
 - e. Mechanical rough-in --- heat/vent --- in-floor & underground heat
 - f. Radon – Mandatory with the adoption of the new Energy Code**
 - g. Framing – Truss specifications to be on site
 - h. Plumbing rough-in --- above ground
 - i. Insulation
 - j. Fireplace --- This inspection is made prior to enclosing the unit.
 - k. Finals – building, plumbing, mechanical (heating and ventilation & gas lines)
 5. Certificate of Occupancy shall be issued upon completion of all work.

General Information:

- All structures except storage buildings 120 sq. ft. or less require a building permit. Storage buildings fewer than 120 sq. ft. or less must still comply with all applicable zoning regulations.
- Permit fees are based on valuation established from the State of MN data sheets.
- Electrical permits and electrical inspections must be arranged through the State of MN electrical inspector.
- All contractors must be licensed through the State of MN and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the State of MN Health Dept. Inspections are made by the Health Dept.; however, they often defer these to the local building inspector. A state plumbing inspection number

must be secured through the Health dept. prior to scheduling an inspection if done locally.

- The MN accessibility requirements and energy code must be met on all structures. The accessibility requirements apply to all buildings except one and two family housing units and some multi-family structures. Compliance with the American's with Disabilities Act (ADA) is the owner/tenant's responsibility and is mandatory only on new construction or major remodeling. All others (i.e. existing buildings, historically registered structures) should consult with the ADA guidelines for further requirements. Under the present ADA guidelines, churches are exempt. (Owner/tenant should always consult with the current ADA guidelines for any additions or changes.)
- The Minnesota State Building Code currently consists of the following documents:
 1. Chapter 1300 - Administration of State Building Code
 2. Chapter 1301 - Building Official Certification
 3. Chapter 1302 - Construction Approvals
 4. Chapter 1303 - MN provisions of the State Building Code
 5. Chapter 1305 - Adoption of the 2006 International Building Code
 6. Chapter 1306 - Special Fire Protection Systems
 7. Chapter 1307 - Elevators and Related Devices – 2007
 8. Chapter 1309 - Adoption of the 2006 International Residential Code
 9. Chapter 1311 - MN Conservation Code for Existing Buildings
 10. Chapter 1315 - Adoption of the 2008 National Electrical Code
 11. Chapter 1325 - Solar Energy Systems
 12. Chapter 1335 - Flood Proofing Regulations
 13. Chapter 1341 - MN Accessibility Code
 14. Chapter 1346 - Adoption of the International Mechanical & Fuel Gas Code
 15. Chapter 1350 - Manufactured Homes
 16. Chapter 1360 - Prefabricated Homes
 17. Chapter 1361 - Industrialized/Modular Buildings – 2007
 18. Chapter 1370 - Storm Shelters (Manufactured Home Parks)
 19. Chapter 4715 - MN Plumbing Code – 2007

MN Energy Code – consists of MN Statutes 16B.617 (7670) & MN Rules Chapters 7672, 7674, 7676, 7678

**CALL FOR ALL INSPECTIONS – CONSTRUCTION MANAGEMENT SERVICES
(507) 282-8206 OR (800) 940-2547**

City of Hayfield - Building Permit Application

507-477-3535 phone 507-477-2405 fax

Date Received: _____ Received By: _____ Permit No. _____

-----APPLICANT COMPLETE INFORMATION BELOW-----

Project Address: _____ or Parcel ID # _____

Legal Description: _____

Property Owner: _____ Phone: _____

Address: _____ City: _____ Zip: _____

General Contractor: _____ Lic # _____ Ph: _____

Plumbing Contractor: _____ Lic # _____ Ph: _____

Mechanical Contractor: _____ Lic # _____ Ph: _____

Proposed Use (circle one) **Dwelling Private Garage Deck Home Addition Pole Building Finish Basement 3-Season Porch Business/commercial Fireplace Reroof Siding Furnace Water Heater Boiler Other**

Description of Project: _____

_____ Dimensions: _____

Use and Occupancy: _____ Type of Construction: _____

Estimated Value: _____ Lot Size/Dimensions: _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. 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 regarding construction or the performance of construction. All costs incurred by the City of Hayfield for inspection services in excess of the permit amount will be billed to the applicant. (2/16/16)

Name (please print) _____ Address: _____

City: _____ Zip: _____ Phone: _____

Signature: _____ Date: _____

-----CITY USE ONLY-----

PLANNING: Zoning District: _____ Min Setbacks Required: Front _____
Side _____ Rear _____ Road Right of Way _____ Other _____

Reviewed By: _____ Date: _____

Subject to the following conditions: _____

BUILDING: Reviewed By: _____ Date: _____

-----FEES-----

Building Permit: _____ Plan Review: _____ State Surcharge: _____

Plumbing Permit: _____ Plan Review: _____ State Surcharge: _____

Mechanical Permit: _____ Plan Review: _____ State Surcharge: _____

Other: _____

Sub Totals: _____

Total Due: _____

Date Issued: _____ Issued By: _____ Receipt # _____

Building Permit Application – Property Owner
(self waiver)

I, _____, (print name) understand that the State of Minnesota requires that all residential building contractors, remodelers, and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such a property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at _____, Hayfield, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under MN Stat. 514.01

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting; remodeling, and/or roofing activity is a misdemeanor under MN Stat. 326B.082, subd. 16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the city of Hayfield may also result in criminal prosecutions and/or civil penalties pursuant to applicable city ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the city of Hayfield for compliance with all applicable building codes and city ordinances in connection with the work being performed on this property.

Name (signature)

Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069. The website is www.doli.state.mn.us/contractor.