## Residential Building Permit Application Requirements

As supplemental to the codes and ordinances adopted by the SMSC, this checklist outlines the requirements for residential building permit application and approval.

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<tr>
<th>Applicant</th>
<th>Construction Documents Required</th>
<th>Permit Items</th>
<th>Office</th>
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<tbody>
<tr>
<td>Complete</td>
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- **Building Permit application** SMSC form completed in full by a licensed building contractor. Includes name and signature of applicant and name of company.
- **Mechanical Permit application** SMSC Mechanical plumbing/mechanical form. If same contractor one form may be used for plumbing and mechanical.
- **Plumbing Permit application** SMSC Mechanical plumbing/mechanical form. If same contractor one form may be used for plumbing and mechanical.
- **Land use permit** Separate permit form. Required if soil disturbance >500 sq. ft. Erosion control plan req. if >10,000 sq. ft. (2 hard copies 1 electronic copy).
- **Survey** Complete professional survey for new construction and additions. Also may be required for pools and other out buildings. (2 hard copies 1 electronic copy)
- **Plan Sets** Plans shall be sufficient to show the location, nature and scope of work as well as code and ordinance compliance. A letter of description may be required. (2 copies)
- **MNCheck** New construction requires MNCheck showing compliance to mechanical and energy code.

### License and Insurance

- **License** Copy of current valid Minnesota Contractors License
- **Liability Insurance** Certificate of Liability Insurance faxed from insurance agent showing SMSC as certificate holder.
- **Builders Risk Insurance** Proof of builder's risk insurance naming SMSC as additional insured.
- **Plumbers License** Copy of current valid Minnesota Plumbers License

### SMSC Contract

- **SMSC Contract** Standard construction contract provided by SMSC must be used when SMSC financing is used.

Permits must be submitted to Building Inspector for review by **noon Tuesday** with all elements as noted above. Applications are submitted to Business Council for approval. Applicants will be notified by phone when complete. Allow one week.