





## METRO WEST INSPECTION SERVICES, INC.

Box 248 / Loretto, MN 55357 / Phone: 763-479-1720 / Fax: 763-479-3090

Buffalo office / Phone: 763-684-0383 / Fax: 763-682-0988



### RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

This handout is a **guide** only and does not contain all of the requirements of the Minnesota State Building Code or City Ordinances.

#### WELCOME TO THE CITY ANNANDALE

To facilitate your building project and the City's permit process as well as to provide a consistent level of customer service, submittals for building permit must be complete at the time of application. The following documents are required at time of permit submittal so that all City departments can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. Two to five working days will typically be required for new buildings and major additions / remodels. If you have questions or concerns at this stage of your project, we will be happy to speak with your design team to answer questions and assist you in completing the application process.

#### **TWO COMPLETE SETS OF PLANS, SPECIFICATIONS AND SUBMITTAL DOCUMENTS ARE REQUIRED AT THE TIME OF PERMIT APPLICATION:**

- Completed and signed permit application
- Certificate of Survey (survey showing proposed building structure)
- Complete Building Plans (foundation plans, floor plans, building elevations, and cross sections drawn to scale. Be sure to show all headers and beams sizes on plans.)
- Energy Calculations
- Mechanical Ventilation work sheets
- Any other information deemed necessary by the City and / or Building Inspector to ensure code compliance.

\*Electrical inspections are done by Arland Nelson. You can reach him at (763) 682-2027 for any questions or inspections.

# Erosion Control Plan

The BUILDER is responsible for installing and maintaining silt fence and rock/gravel entrance on construction site until suitable ground cover is completed.

No BUILDING INSPECTIONS will be performed or City services (i.e. water, sewer) available without the appropriate Erosion Control.

Questions??? Contact Metro West at: (763) 684-0383 Buffalo  
(763) 479-1720 Loretto  
(800) 223-1720 Toll Free

---

Name of Builder

---

Phone Number

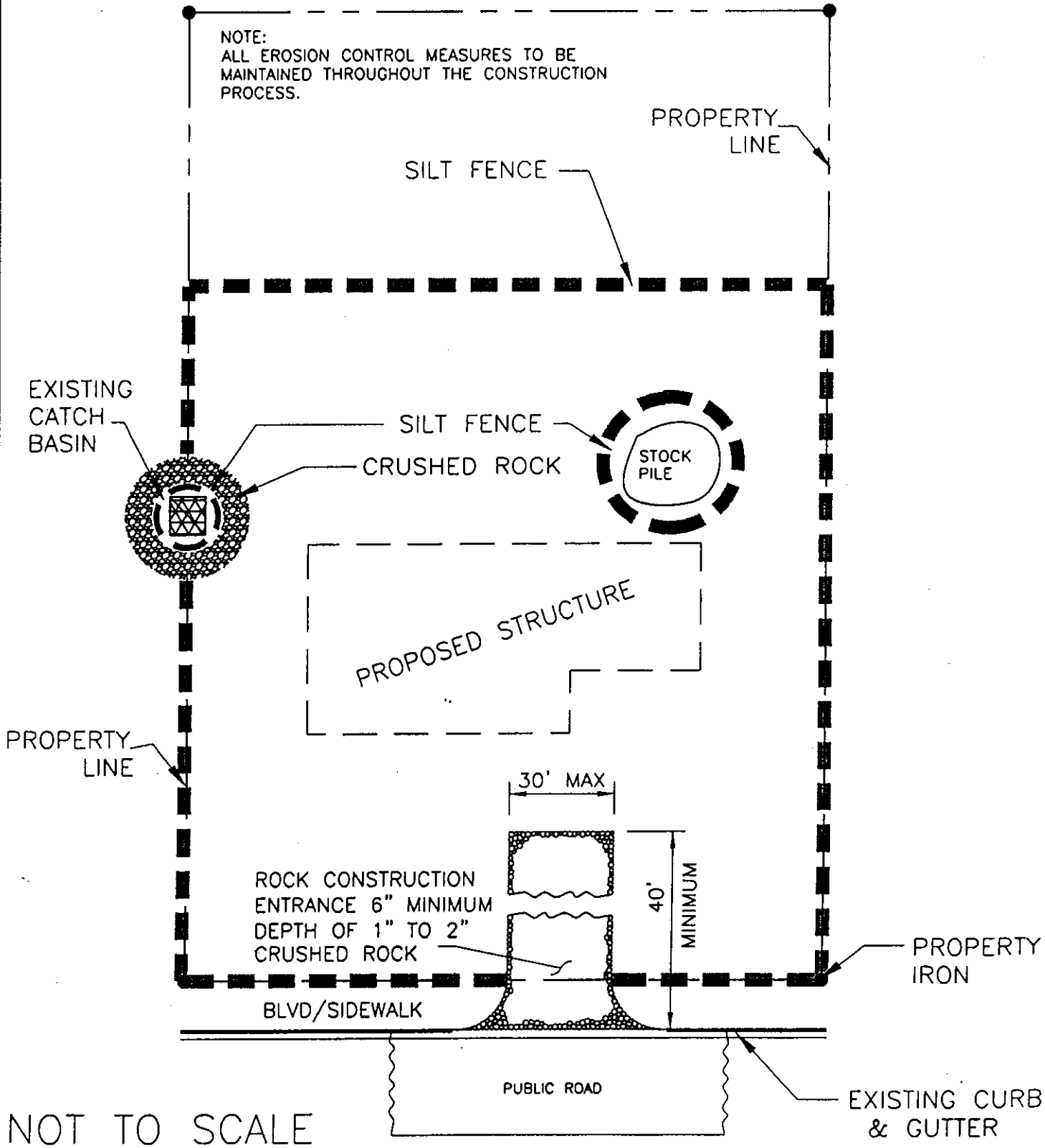
---

Signature

---

Date

NOTE:  
ALL EROSION CONTROL MEASURES TO BE  
MAINTAINED THROUGHOUT THE CONSTRUCTION  
PROCESS.



NOT TO SCALE



**BOLTON & MENK, INC**

CONSULTING ENGINEERS & SURVEYORS

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN  
BURNSVILLE, MN CHASKA, MN AMES, IA LIBERTY, MO

CONSTRUCTION SITE  
EROSION CONTROL

DATE:  
04/2005

STD. DETAIL  
0000

Y:\Buff\



30 Cedar St. E. • P.O. Box K • Annandale, MN 55302-0136

**Phone: 320•274•3055**

**Fax: 320•274•5728**

Dear Building Contractors and Homeowners,

Effective May 2, 2005, a Grading Certificate and Landscape Escrow will be required for all new residential Building Permits before a Certificate of Occupancy can be issued. The Grading Certificate form may be picked up at the Annandale City Hall or available on-line with the Building Permit at [www.ci.annandale.mn.us](http://www.ci.annandale.mn.us).

A Minnesota registered land surveyor must sign the Grading Certificate. The Grading Certificate must then be given to the Building Inspector at the time of the building's final inspection.

If weather or some other uncontrollable circumstance, that is approved by the Building Inspector, prohibits the Grading Certificate from being completed before the building final inspection, you must submit in writing the reason why the Grading Certificate cannot be completed and provide an escrow of \$1,500 to the City of Annandale before a Certificate of Occupancy can be issued.

A \$2,000 Landscape Escrow will be added to the Building Permit fee. Once the lawn is established, the escrow will be returned.

If you have any questions regarding these requirements, please contact the Building Inspector at 763-684-0383. Thank you for your cooperation.

Sincerely,

City of Annandale

**CITY OF ANNANDALE  
CERTIFICATE OF GRADING**

SITE ADDRESS: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

BUILDING CONTRACTOR: \_\_\_\_\_

I am a duly registered land surveyor, under the laws of the State of Minnesota. I hereby certify that an inspection of this property was conducted by myself or under my direct supervision and the following items are in conformance with the approved grading plan. If there are any exceptions, they must be approved by the Engineering Department prior to the submittal of this certificate.

1. Spot elevations as shown on the certificate of survey is within two tenths of a foot (+/- 0.2 feet).
2. Lot grades and drainage patterns generally conform to those shown on the approved grading plan.
3. The elevation of the building and the foundation type are in general accordance with the city approved grading plan.
4. Iron monuments are in place in each lot corner.

Signed \_\_\_\_\_

Firm Name \_\_\_\_\_

Registration No. \_\_\_\_\_

Date \_\_\_\_\_

Approved grading plans should be obtained from the property owner or developer. General questions about certification should be addressed to the Building Inspection Department at (763) 684-0383. If grading to the approved plan is not practical or possible, contact the City Engineer at (320) 231-3956.