



METRO WEST INSPECTION SERVICES, INC.

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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.