

Building Permit

Building Permits and Inspections

The Uniform Building Code states that "no building or structure regulated by the code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished" without a building permit. Building Inspectors provide information and requirements regarding the City's Building Code, issuing permits, reviewing plans and conducting inspections for compliance with City Code.

When is a building permit required?

The following is a list of the most common projects that require a building permit. Regardless of if projects do not require a building permit, all City Codes need to be met, including setbacks. Please contact City Hall at (320) 274-3055 for more information on permit requirements.

- New construction: homes, garages, commercial/industrial, additions to existing buildings
- Sheds 200 square feet or larger
- Fences higher than 6 feet or retaining walls higher than 4 feet
- Re-siding, re-roofing, window replacements
- Fireplaces
- Demolition of an existing structure or larger excavation projects
- Decks
- Finishing off a roughed-in bathroom or basement
- Installation of a bedroom egress/exit window
- Swimming pools over 5,000 gallons
- Plumbing work such as installing new service lines from the street or installing additional piping in the home
- Replacement of HVAC units
- Electrical work requires a permit from the State Board of Electricity.

Building Permit Application Requirements for New Construction

All building permit applications (available below) must be accompanied by the following documents, unless exempted by the Building Inspector:

- Two (2) building plans and specifications showing all easements and elevations (in relation to street grade).
- Two (2) copy of a certified land survey.
- Two (2) copy of a plot plan indicating property lines, building setbacks (from right-of-way) and location of all utility lines.

How to Submit and Application

In Person: 30 Cedar Street East

By Mail: PO Box K, Annandale, MN 55302

By Email: [permits \[at\] annandale.mn.us](mailto:permits@annandale.mn.us) (for permits with plans 8.5x11)

To Schedule an Inspection

Contact the City's Contracted Building Inspection Service at (763) 479-1720. A minimum of twenty-four (24) hours notice is required to schedule an inspection. The site address, inspection record, and approved plans must be posted on site or no inspection will be performed and a re-inspection fee may be charged.

Important Note

Any work which begins prior to issuance of a building permit shall be subject to a fine. A final inspection is required. When a final inspection is completed, the Building Inspector will issue a certificate of occupancy (if applicable).

Supporting Documents

[Building Permit Form 42.85 KB](#)

[Sign Permit Application \(Requires completion of Building Permit form above\) 389.54 KB](#)

[New Residential Building Permit Packet 421.35 KB](#)

[New Construction Commercial Building Packet 524.14 KB](#)

