



# City of North Mankato

1001 Belgrade Avenue  
North Mankato, MN 56003  
(507) 625-4141

## BUILDING PERMIT GUIDELINES

Building Permits are required for all improvements valued at \$300.00 or more.

**Information in this packet, including setback requirements, may change at any time as new City Ordinances are adopted. As of March 1, 2007 the City will require a minimum of 3 business days to conduct a plan review for structural projects before a permit is issued.**

Information required for the building permit application form:

- Address of property where permit work will be done
- Owner of property
- Description of Construction
- Contractors Involved & License Number\*
  - General
  - Plumber (plumbing permits are a separate application form and fee)
  - Electrician
  - Mechanical Contractor
- Estimated Completion Date of Project
- Value\*\* of Construction (Material & Labor)
- Contractor's or Property Owner's Signature\*\*\*

### **\*Contractor License Number**

You must provide a license number to obtain a building permit for any work performed by Residential Building Contractors, Remodelers & Roofers. Enforcement of this law is conducted by the Department of Labor & Industry. As required by State statute, our office is obligated to verify a contractor's license and must report any work conducted by unlicensed contractors.

### **\*\*What is the Value?**

The estimated value of a construction project is the amount used to determine the building permit fee. This amount is considered to be the value that an improvement adds to your property. The estimated value is the bid or contract price a contractor charges you for the improvement. For do-it-yourselfers, the estimated value is determined by taking the cost worth of materials and doubling it. For instance, an improvement using \$1,500 worth of materials would have an estimated value of \$3,000. Please have a reasonable value estimated when applying for a building permit. Otherwise, the City has adopted residential building valuation guidelines based on square footage which will be used as necessary.

### **\*\*\*Property Owner's Signature**

When the Property Owner is the one applying for and signing the Building Permit they must sign the Property Owner Waiver stating they are taking full responsibility for any violations of the State Building Code and/or jurisdictional ordinance in connection with the work performed on their property. If the property owner has hired a licensed contractor they may want to have the contractor sign the Building Permit before it is issued.

**Property Corners:**

Prior to construction of any new residential dwelling, dwelling addition, garage, or garage addition, it is the responsibility of the property owner to establish or display all property corners. For any other type of project that requires a building permit, it may be necessary for the property owner to display property corners at the request of the Building Official or Assistant Building Inspector. Property corners shall be located by the property owner or a registered land surveyor.

**Inspections:**

It is your responsibility to call a North Mankato Building Inspector to arrange for all necessary inspections. Please allow 4 hours minimum notice prior to inspection.

	<u>Office</u>	<u>Cell</u>
Bruce Royer, Building Official	625-4141	381-6609
Dave Knudson, Assistant Building Inspector	625-4141	381-6614
Marion Haayer, Construction Inspector	625-4141	381-6608

**Setbacks:**

Hilltop: Front 30'  
 Side 10'  
 Rear 25' House / Garage

Valley: Front 20'  
 Side 5'  
 Rear 25' House  
 Rear 5' Garage / Shed

**Ground Coverage**

30% R-1 (One Family Dwelling)  
 40% R-2 (One & Two Family Dwelling)  
 50% R-3 (Limited Multiple Dwelling)  
 60% R-4 (Multiple Dwelling)

**Corner lots have 2 Front setbacks, 1 Side setback & 1 Rear setback**

**Ravine Setbacks:**

The ravine setback area is established by measuring 25' feet from the break line of an adjacent ravine to any permanent structure. The break line shall be established by the Building or Construction Inspector prior to construction.

Permitted uses inside the 25' setback area that do not extend beyond the ravine breakline are:

- Fences
- Utility sheds
- In-Ground patios (Will be flush with the existing grade, not built up. Must maintain a 15' setback from the break line)
- Dog kennels
- Playground equipment or sandboxes

## **RESIDENTIAL DWELLINGS AND ADDITIONS**

### **Required Information / Materials:**

- One (1) set of legible building plans – including Wall Section
- Scaled site plan indicating building setbacks & identifying property corners
- Finished Drainage Plan showing the direction of all surface drainage including the approximate location of all tile lines and underground utilities. Proper grading must begin with a minimum of 6” of separation between the outside grade and the bottom of the house siding. The grade must slope away from all sides of the house at a 5% grade. Sloping lots must be dealt with on an individual basis.
- Housing Permit Supplement (City form)
- Energy envelope calculations (ie:REScheck)
- Make-up air/ventilation form (including furnace and a/c BTU’s & completed by a heating contractor)
- Value of Construction (Material & Labor)
- All Subcontractors for the proposed project along with their contact information

### **Setbacks:**

<u>Hilltop</u>	<u>Valley</u>
Front: 30’	Front: 20’
Side: 10’	Side: 5’
Rear: 25’	Rear: 25’

- ❖ Corner Lots will have 2 Front yard setbacks, 1 Side setback & 1 Rear setback

## **BASEMENT FINISH**

### **Required Information / Materials:**

- Building Plans
  - Value of Construction
  - All Subcontractors including contact information
- ❖ Addition of basement bedroom in existing home requires an egress window and window-well inspection.
  - ❖ Basement stairwell must be sheet rocked if it is to be enclosed.

## GARAGE / GARAGE ADDITION

### Required Information / Materials:

- One (1) set of legible building plans
  - Scaled Site Plan indicating building setbacks & identifying property corners
  - Value of Construction (Material & Labor)
  - All Subcontractors for the proposed project along with their contact information
- 
- ❖ Garages shall not exceed a combined total of 1,200 square feet of floor space per lot for all structures.
  - ❖ Garages cannot exceed one and a half (1 ½) stories or 22 feet in height.
  - ❖ Apartments are not allowed in garages, they must be used for storage only.
  - ❖ Detached Garage: Must be 10' from all other structures
  - ❖ Attached Garage: Must have a 1 hour firewall between the house and garage.

### Setbacks:

#### Hilltop

Front: 30'

Side: 10'

Rear: 25'

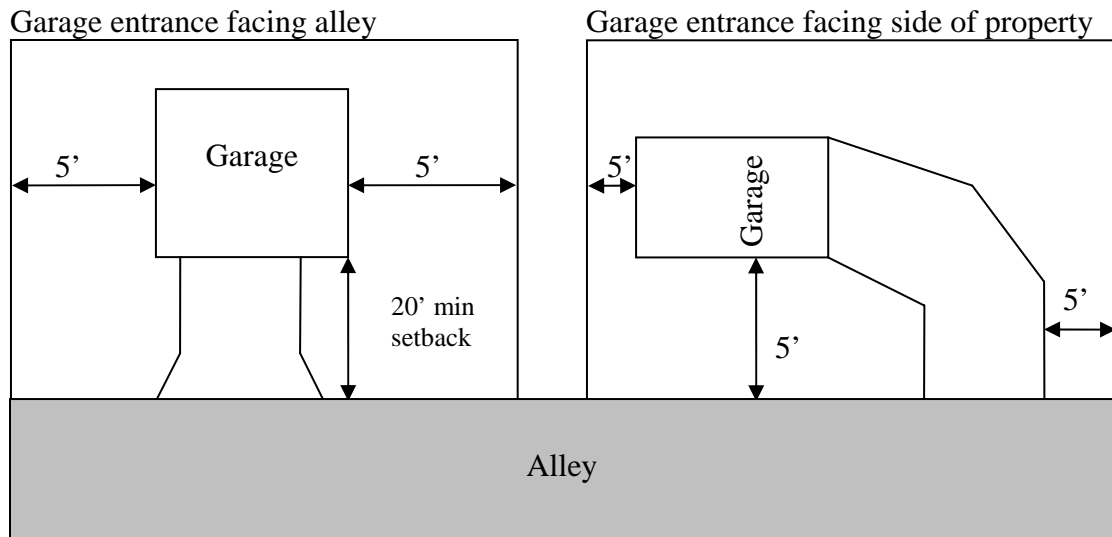
#### Valley

Front: 20'

Side: 5'

Rear: 5' (20' if garage entrance faces alley)

### Garage Access from an Alley



## **DRIVEWAY**

### **Required Information / Materials:**

- Detailed Site Plan indicating driveway setbacks and identifying property corners
- Value of Construction
- All Subcontractors for the proposed project along with their contact information

### **Setbacks**

Hilltop  
Side: 10'

Valley  
Side: 5'

- ❖ **Inspection must be made before concrete is poured**
- ❖ Maximum width of 24' at the property line.

## **PARKING PAD**

### **Required Information / Materials:**

- Detailed Site Plan indicating parking pad setbacks & identifying property corners
- Value of Construction
- All subcontractors for the proposed project along with their contact information

### **Setbacks**

Hilltop  
Side: 10'

Valley  
Side: 5'

These setbacks also apply to covered parking pads.

- ❖ **Inspection must be made before concrete is poured**
- ❖ Pad must be hard surfaced: concrete, asphalt or paver bricks – no gravel or rock
- ❖ Due to private covenants, some subdivisions may **not** allow the following items to remain in outdoor storage: • Boats • Campers • Trailers • Other Recreational Vehicles

## **DECK/PATIO**

Ravine lots will first require an on-site inspection by the City to determine the location of the ravine break line.

### **Required Information / Materials:**

- Detailed Site Plan indicating building setbacks & identifying property corners
- Value of Construction
- One (1) set of legible building plans with footing size & structural lumber sizing for decks.

### **Required Setbacks:**

<u>Hilltop</u>	<u>Valley</u>
Rear: 15'	Rear: 15'
Side: 10'	Side: 5'
Front: 30'	Front: 20'

- ❖ Detached deck must be 5 ft from all other structures
- ❖ A covered deck is considered a primary structure and would require a Rear Setback of 25 ft. for both Hilltop and Valley.
- ❖ Patios put in ravine setbacks must be In-Ground and flush with the existing grade, **not** built up.

## **UTILITY SHED**

### **Required Information / Materials:**

- Detailed Site Plan indicating building setbacks & identifying property corners
- One (1) set of legible Building Plans
- Value of Construction

### **Setbacks**

<u>Hilltop</u>	<u>Valley</u>
Rear Setback: 5'	Rear: 5'
Side Setback: 5'	Side: 5'

- ❖ Utility shed may not exceed 120 sq. ft
- ❖ Utility shed must be 10ft from existing buildings
- ❖ Maximum height cannot exceed 14ft.
- ❖ Overhangs cannot exceed 2ft; Access door cannot exceed 6ft in width.
- ❖ Shed must be located in rear of property.
- ❖ No more than one (1) storage or utility shed is permitted on any lot.

**FENCE****Required Information / Materials:**

- Detailed Site Plan identifying:
  - Property Corners
  - Setbacks
  - Height
  - Location of fence
- Fence Material
- Value of Construction

**Height Maximum:** Corner Lots have 2 Front SetbacksHilltop

Rear: 6'

Side: 6' (starting 30' back from front property line)

Front: 3' (6'h starting 30' back from front property line)

Valley

Rear: 6'

Side: 6' (starting 20' back from front property line)

Front: 3' (6'h starting 20' back from front property line)

- ❖ A fence can be put up to the property line not directly on it. (Rule of thumb: leave a lawn mower's width between the outside of your fence and your property line).
- ❖ Fences cannot be built on altered terrain such as a berm
- ❖ Invisible fencing must be at least 3' from the inside of the sidewalk or 3' from the curb if there is no sidewalk.

**SHINGLING****Required Information / Materials:**

- Value of Construction

**Tear Off:** An Ice Protection underlayment must be installed before applying the new roof.

In areas where the average daily temperature in January is 25 degrees F (-4 degrees C) or less, an ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the eave's edge to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

**In virtually all cases, 2 or more rows of ice & water barrier will be required to reach 24" inside the exterior wall line of the building.**

**SWIMMING POOL****Required Information / Materials:**

- Scaled Site Plan indicating pool setbacks & identifying property corners
- Value of Construction

**Setbacks**Hilltop

Side: 10'

Rear: 10'

Valley

Side: 5'

Rear: 5'

- ❖ In-Ground pools must be surrounded by a 6' high fence.
- ❖ Above-Ground and In-Ground pools are not permitted in any front yard.

**LANDSCAPING**

- ❖ With the exception of boulevard trees as approved by the City, no other type of landscaping, retaining wall, rain garden, berm or other similar uses shall be permitted within a public right-of-way.
- ❖ With the exception of driveway approaches, all boulevards and street right-of-ways shall be planted and maintained using grass. Mulch is permitted in the boulevard area around trees in a radius not to exceed 24 inches. Flowering plants not to exceed 36 inches in height are permitted when used for screening or aesthetics.
- ❖ With the exception of grass, trees and flowers, any landscaping project consisting of the alteration of land including but not limited to the following will require a building permit if the value is greater than \$300.00:
  - Landscaping Rock / Boulders
  - Walkways
  - Patios
  - Pergolas
  - Retaining walls
  - Berms
  - Paver Bricks
  - Fences
  - Fountains / Ponds

**Required Information / Materials:**

- Detailed site plan indicating locations of proposed landscaping materials

**Setbacks:**

**Patios and Decks**

<u>Hilltop</u>	<u>Valley</u>
Rear: 15'	Rear: 15'
Side: 10'	Side: 5'

**Pergolas, Water Fountains & Ponds**

<u>Hilltop</u>	<u>Valley</u>
Rear: 10'	Rear: 5'
Side: 10'	Side: 5'

**Note:** Plumbing permits are necessary for any water fountains, ponds or underground lawn irrigation systems which are connected to the Municipal Water Systems. Electrical permits may be required from the State Board of Electricity for projects which utilize electricity.