



## INFORMATION REQUIRED FOR BUILDING PERMITS

To obtain a Building Permit from the City of Shakopee, the following information is to accompany your Building Permit application:

1. Three (3) complete sets of blueprints for all construction.
  - a. In commercial applications, this shall include all structural and mechanical plans and all pertinent specifications to be signed by an engineer or architect registered in the State of Minnesota.
  - b. Commercial applications are also required to submit parking and landscaping plans.
  
2. Three (3) surveys
  - a. No building permit shall be issued for any building in Shakopee unless a survey of the lot upon which the building is to be erected is submitted and is prepared and attested by a registered surveyor and provides the following information:
    1. Scale of drawing.
    2. Lot and block number.
    3. Dimensions of lot and north arrow.
    4. Dimensions of front, rear and side yards.
    5. Location of all existing buildings on the lot.
    6. Location of proposed building or construction (may be drawn by the developer).
    7. Location of stakes at the lot corners.
    8. The setback dimensions of buildings from front, side and rear lot lines.
    9. The location of all recorded easements, both public and private.
    10. Grade elevations at the following points:
      1. Each lot corner (both existing and proposed).
      2. Crown of street at each lot line extended.
        - a. NOTE: If no curb exists, blue tops to be established.
      3. Proposed lawn and driveway elevations at all sides of building.
      4. Elevation of the top of foundation and garage floor.
        - a. NOTE: Such elevations may be based upon an assumed datum.
    11. The proposed disposal of drainage and surface waters indicating direction of surface water drainage by arrows. If necessary, location and size of driveway culvers must be shown.

- b. The survey required in a. above may be waived by the City Engineer if all of the following conditions are met:
  1. If the lot is not in a recorded subdivision.
  2. If the lot is in excess of 2 ½ acres.
  3. If the building will be no less than 30 feet from any property line.
  4. If the lot has a minimum of 150 feet of frontage. (If a corner lot, the distance of the shortest side must be greater than 150 feet).
  5. If the property is not zoned for commercial or industrial uses.
  6. If all of the above conditions are met, the developer must provide a plot plan which includes as accurately as possible as much of the information, required in a. as practicable. The plot plan does not have to be certified by a registered surveyor.
3. An Application for SPUC Utility Review (completed by SPUC) must accompany your Building Permit Application.
4. An Application for a Plumbing Permit must be signed by a licensed plumber.
5. When the proposed structure is not to be connected to city sewer and water, septic permit shall be obtained by Scott County Environmental Health Department and signature of approval from the same said department on Building Permit Application.
6. Energy Code Submittal Requirements.
  - a. Complete a “Residential Equipment/Appliance Date” sheet.
  - b. Plans and Specifications must show all pertinent data and features of the building, equipment, and systems including:
    1. Exterior envelope component materials.
    2. U-values of the windows, doors, and skylights.
    3. R-Values of insulating materials.
    4. Location of interior air barrier, vapor retarder, and wind wash barrier.
    5. Air Sealing requirements.
    6. Size and type of equipment.
    7. Equipment controls.
    8. Other data needed to indicate conformance with this chapter.
7. An Application for Heating Permit must be approved by the Building Official.
8. All new construction is subject to a Certificate of Occupancy Charge.
9. Heat Loss Calculations in compliance with “ACCA Manual J” for residential  
Construction ASHRA standard 90.1-04 Compliance Documentation for Commercial Energy Code Compliance.

## **ADDITIONAL BUILDING PERMIT REQUIREMENTS**

Building permit applications are also subject to the City Codes enforced by the Planning/Zoning Department and Engineering Department. We suggest if you have any questions concerning these areas that you contact their departments at 952-233-9348 (Planning) & 952-233-9366 (Engineering).