

BUILDING PERMIT APPLICATION CHECKLIST

The builder must furnish the following information with any building permit application:

- ❑ **Address and property identification number (PID).** The first step in the building process for new construction is to apply for an address for the property. Addresses are assigned by the Mille Lacs County Land Services Office. Phone number: 320-983-8308. PIDs are assigned by the Mille Lacs County Auditor. Phone number: 320-983-8310.
- ❑ **Septic evaluation for the proposed house and lot.** This must include septic design with a location map showing drain field and house location on the lot. This is usually provided by a certified septic installer. Mille Lacs County Land Services evaluates and grants permits for septic systems.
- ❑ **A copy of the recorded plat of the of the lot.** The plat must show lot lines and easements. If the lot is not within a plat, a lot survey must be supplied.
- ❑ **A survey of the house shown on the lot in its proposed location.** The survey must include proposed elevations of the garage floor, lowest floor, lowest opening (if applicable), proposed surface drainage direction, and any grading proposed on the lot.
- ❑ **Provide documents with permit application.** Provide a completed building-permit application form with signatures, and two copies each of complete construction plans, site survey, and Energy Compliance Certificate.

Additional requirements:

- ❑ **The builder must stake the location of the house** on the lot and stake the lot corners and lot lines. Before construction begins an address must be posted at the entrance of the property. This will help to identify the property for all persons involved in construction.
- ❑ **A driveway and culvert permit may be necessary.** Call Mille Lacs County Zoning Office at 1-320-983-8308 if property address is off a county-maintained road. The Township Office will issue the permit if off a township-maintained road.

The building official and/or zoning administrator will review the information with the approved grading plan and conduct a site visit for conformance.

When the information is acceptable, a building permit will be issued.

Note: If you have any questions or concerns regarding this process, please call the Building Inspector, Lynn Paulsen, directly at 763-479-1720.