

BUILDING PERMIT APPLICATION CHECKLIST

The builder shall furnish the following information with any building permit application.

- ❑ The first step in the building process for new construction is to apply for an address for the property. Call Mille Lacs County Land Services Office at 1-320-983-8308.
- ❑ Septic evaluation for the proposed house and lot. This shall 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.
- ❑ A copy of the recorded plat of the lot showing lot lines and easements. If the lot is not within a plat, a lot survey shall be supplied.
- ❑ A survey of the house shown on the lot in its proposed location. The survey shall include proposed elevations of the garage floor, lowest floor, lowest opening (if applicable), proposed surface drainage direction and any grading proposed on the lot.
- ❑ The builder shall 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.
- ❑ If the parcel is located in a planned unit development, the builder will obtain a copy of the required upgrades.
- ❑ A driveway and culvert permit may be necessary. Call Mille Lacs County Zoning Office at 1-320-983-8308 if property address is off of a County maintained road, otherwise Township Office will issue permit if off Township maintained road.

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

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

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