

NEW CONSTRUCTION PERMIT APPLICATION CHECKLIST

The builder shall furnish the following information with any application for new construction:

- Property identification number (PID) and address: Call Mille Lacs County Zoning Office to apply for an address: 320-983-8308.
- Septic evaluation for the proposed house and lot: This includes septic design with a location map showing drain field and house location on the lot. This is usually provided by a certified septic installer.
- Subsurface Sewage Treatment System (SSTS) permit from Mille Lacs County: Submit permit application to the Mille Lacs County Zoning Office. If constructing in the winter months, apply for an SSTS Compliance Inspection/Installation Agreement from the MLC Zoning Office. Phone number: 320-983-8458.
Website: [Septic System Compliance & Permitting | Mille Lacs County, MN.](#)
- A copy of the recorded plat of the lot showing lot lines and easements. If the lot is not within a plat, provide a lot survey.
- 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.
- A completed building permit application with signature and two (2) copies each: complete construction plans, survey, and Energy Compliance Certificate. Building permit application available from the Township office or Website: www.PrincetonTownshipMN.us.
- A driveway and culvert permit may be required. If the entrance to the property is from a county road, call the Mille Lacs County Zoning Office: 320-983-8303; if from a Township road, obtain a driveway permit application from the Township office or Website.
- 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 everyone involved in construction.

The building official and/or zoning administrator will review the information with the grading plan. Upon approval the permit will be issued.

Princeton Township
763-389-4431

10039 55th Street

Princeton, MN 55371
www.princtontownshipmn.us