

City of Crosby

2 Second Street SW, Crosby, MN 56441

218.546.5021 ~ www.cityofcrosby.com

GARAGE PERMIT REQUIREMENTS

The following information must be submitted to the Building Official before a building permit can be processed and approved.

- 1. Building Permit Application Form**
- 2. Survey or Site Plan (two copies)**
- 3. Building Plans (two copies)**
- 4. Miscellaneous**

A more detailed description of items 1-4 is listed below. After a preliminary review additional information may be required. Allow 7 working days for processing.

- 1. Building Permit Application Form:** Complete and sign a building permit application. Application forms are available at City Hall.
- 2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, all property lines, existing buildings (with dimensions) and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required.
- 3. Building Plans (two copies):**
 - A. Elevation Drawings (exterior views) of front, rear and sides of finished building. Indicate the height from finished grade to the top of the sidewalls and peak.
 - B. Section drawing (side, cutaway drawing) showing the details of the footings, foundation, beam sizes, and wall and roof construction.
 - C. Floor Plans of the garage floor showing the length and width of the garage, interior walls, plumbing and heating equipment, use of garage (car storage, etc.), window/door locations and header sizes.
- 4. Miscellaneous:**

Permit Fees: Building and Zoning fees will be determined after the application and required plans have been approved. Fees must be paid in full before a permit can be issued or work can begin.