

City of Crosby

2 Second Street SW, Crosby, MN 56441

218.546.5021 ~ www.cityofcrosby.com

BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL ADDITIONS AND PORCHES

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 as required**
- 5. Statement of Agreement**

A more detailed description of items 1-5 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 addition. 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, floor, wall and roof construction, provide an engineer signed roof truss specifications at the framing inspection.
 - C. Floor Plans of the basement and each floor showing the length and width of the addition, room dimensions and use (bedroom, bathroom, etc.), finished and unfinished areas, window and door locations, header sizes, interior walls, stairs and plumbing/heating fixtures.
- 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.