



Department of Building Safety

101 4th Street East, Hastings, MN 55033

Phone: 651-480-2342

Email: building@hastingsmn.gov
www.hastingsmn.gov

ALL-INCLUSIVE BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST FOR ONE- & TWO-FAMILY DWELLINGS

Permits must be submitted by the responsible contractor and approved prior to beginning any work.
State and Local licensing requirements apply to all contractors.

One- and Two-Family Dwellings: Submit via email: Building@Hastingsmn.gov

- ☐ All-Inclusive Building permit application
- ☐ Certificate of Survey
- ☐ Full Construction plan set
- ☐ Braced Wall plan with calculations
- ☐ Energy Code Compliance Certificate, Schedule S & J
- ☐ Window, Door, and Skylight Schedule
- ☐ Roof truss design certification specs
- ☐ Floor truss design certification specs
- ☐ Beam/Header Calculations
- ☐ Electrical permit application
- ☐ Lawn Irrigation permit application (if applicable)

Note: If the applicant does not submit all the above required supporting information at the time of application, the application is incomplete and may not be accepted into the review process.

Water Meters (3/4") are included with the building permit. After payment of the permit the meter can be picked up at Public Works: 1225 Progress Dr, Hastings. (651) 480-6185

Required Inspections (as applicable)

Inspections must be scheduled 24 hr prior to the requested time. To schedule, call the department of building safety office 8-4:30 M-F, (651) 480-2342. Inspections can also be requested via email: Building@hastingsmn.gov or through the portal: <https://ci-hastings-mn.smartgovcommunity.com/Public/Home>

- | | |
|--|--|
| <input type="checkbox"/> Footing: prior to pouring concrete | <input type="checkbox"/> Framing: after all rough-in inspections are approved. |
| <input type="checkbox"/> Poured Wall | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Insulation/vapor barrier: after approved framing inspection |
| <input type="checkbox"/> Top of Block | <input type="checkbox"/> Sheetrock/Braced wall |
| <input type="checkbox"/> Sewer & Water | <input type="checkbox"/> Flood test (24 hr) for tile shower base |
| <input type="checkbox"/> Plumbing Underground | <input type="checkbox"/> Plumbing Final w/PVB test results |
| <input type="checkbox"/> Poly/Radon | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Sheathing/Braced Wall- Truss/Floor connections must be complete | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Water Resistive Barrier (photos acceptable) | <input type="checkbox"/> Final Grade |
| <input type="checkbox"/> Lath | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Ice/Water (photos acceptable) | |
| <input type="checkbox"/> Plumbing rough-in | |
| <input type="checkbox"/> Mechanical rough-in & Gas line | |
| <input type="checkbox"/> Electrical rough-in | |

Certificate of Survey Requirements

An original copy of the Certificate of Survey from a MN licensed surveyor is required for all new development, including expansions of existing buildings. The Certificate of Survey must be submitted in an electronic PDF format.

The Certificate of Survey shall reference and be based on an approved grading plan and shall include at a minimum the following information. Surveys that do not include these items or are not in compliance with the approved grading plan will be rejected and sent back for revision.

1. General
 - a. Submitted as PDF
 - b. Property address
 - c. Drawing Scale
 - d. North Arrow
 - e. Property lines
 - f. Easements
 - g. Survey Benchmark
 - h. Signed by a MN licensed surveyor.
 - i. Existing & proposed structures (including driveways, fences, decks, public utilities)
 - j. Existing sanitary sewer service line
 - k. Existing water service line (including curb stop)
 - l. Location of potable well (if applicable)
 - m. Location of on-site sewage treatment system (if applicable)
2. Driveway
 - a. Label curb cuts (if applicable)
 - b. 30ft maximum width within right of way
 - c. 3ft minimum separation from property line extension into right of way
 - d. Proposed garage floor elevation
 - e. Proposed grade from garage floor to top of curb (garage floor minimum 6" above top of curb)
 - f. Existing top of curb elevations at side lot line extensions, lot mid-point, and proposed driveway
3. Building Structure
 - a. Proposed top of foundation elevation.
 - b. Proposed lowest floor elevation.
 - c. Proposed lowest opening elevation and location (minimum 2 feet above 100 Yr HWL)
 - d. 100 Yr HWL
 - e. Proposed finished grade elevations at building corners.
 - f. Proposed sill elevation and finish grade elevation for egress window wells
4. Grading
 - a. Existing and proposed lot corner elevations
 - b. Existing and proposed midpoint elevations on side lot lines
 - c. Proposed spot elevations for drainage swales
 - d. Emergency overflow elevation (EOF)
 - e. Proposed drainage flow direction (arrows)
 - f. Proposed contours of lot match approved grading plan
5. Landscaping/Erosion Control
 - a. Erosion control device location
 - b. Rock construction entrance location
 - c. Front Yard and Boulevard Trees as per approved Landscape Plan

Street Sweeping

Inspection Program

The City will periodically inspect streets in active development areas to ensure they are free of dirt and debris. Street sweeping inspections will be performed by the City's Erosion Control Inspector on Monday and Thursday and after a significant rainfall event (0.5 inches within 24 hour period). If the inspector finds that street sweeping is necessary, he will document the areas that need sweeping and determine which lots the dirt/debris is coming from. The street sweeping will be done the following day.

Billing and Fees

The Public Works Department will bill the building permit holder for the lots from which the dirt/debris originated. There is a two hour minimum charge for street sweeping services for each worker/piece of equipment. This service will only be performed after normal operating hours (after 3pm on weekdays). Fees must be paid prior to the issuance of the Certificate of Occupancy. These fees are in accordance with the current City Council adopted Public Works service fee schedule and are as follows:

- Street sweeping fees are **\$135.00** per hour, per worker/street sweeper.
- If the use of additional equipment other than a street sweeper is required (i.e. dump truck), a fee of **\$110.00** per hour, per worker/truck will be charged.

Trash, Debris, & Sanitary Facilities

Waste Disposal Requirements

Per City of Hastings Code §50.06, Builders shall be required to store all construction waste, trash and debris in on-site dumpsters or enclosed waste storage areas. Construction waste, trash, and debris shall be stored in a way that prevents it from leaving its enclosure. Builders shall be responsible to keep their entire building site clean of waste and debris and maintained in an orderly condition. Dumpsters or trash enclosures shall be emptied on a schedule that helps maintain a tidy and workman like site. In the event that the Builder's site is not maintained in a tidy condition the City may specify a schedule for garbage pickup and dumpster emptying.

Dumpsters, construction materials, landscape materials, and/or construction equipment are not permitted to be stored in the street. Violators are subject to administrative citation fine and the removal of the materials/equipment from the street at builders' expense.

The Building Department may withhold inspections on a property that has not maintained its waste and debris in a permitted manner.

On Site Toilet Facilities

It is the responsibility of the general contractor on each building site to provide on site sanitation facilities for the use of construction personnel under their supervision. The on-site sanitation unit shall be stored in an accessible location and not in the public way.

Administrative Citation Fees

The City reserves the ability to assess administrative citation fees to the violator per City of Hastings code §34.

Top of Block Inspection

A Top of Block inspection shall be performed to verify garage slab elevation, top of block elevation, and lowest front and rear opening elevations. This inspection shall be performed prior to the building being back filled and after field hubs are placed on site by a licensed surveyor to show top of foundation elevation and setbacks. The top of block inspection fee is **\$100** and will be charged with the issuance of the permit.

Inspection Process

- The Engineering Department will conduct the top of block inspection on Tuesdays and Thursdays between 7:30 a.m. – 2:00 p.m. A minimum of 24 hours advance notice is required.
- Tolerances for Top of Block inspections are 0.2 feet low and 0.5 feet high.
- The Engineering Department will promptly notify the Building Department of the inspection results.

Failed Inspection Process

- The Builder will be notified of the failure, and reasons for the failure.
- Builder must take corrective action and call for a re-inspection.
- Any variations outside these tolerances will require corrective action by the Builder and may require the original subdivision engineer to revise the development grading plan to correct drainage issues.
- A new Certificate of Survey and Building Plans may have to be submitted.

Re-inspection Fee

The fee to re-inspect a property is **\$100**. This fee must be paid prior to any further inspections by the City on the property.

Final Grade Inspection

An approved final grade inspection will be required prior to scheduling a building final inspection. The final grade inspection shall verify the lot corner elevations, breakpoints, critical areas, swales, ponds, etc. The final grade inspection shall be performed after the installation of a hard surface driveway and required trees are planted, but prior to the lot being sodded. The final grade inspection fee is **\$185.00** and will be charged with the issuance of the permit.

Inspection Process

- The Engineering Department will conduct the final grade inspection on Tuesdays and Thursdays from 7:30 a.m. – 2:00 p.m. A minimum of 24 hours advance notice is required.
- Tolerances for Final Grade inspections are 0.2 feet low and high for where there are minimum grades for critical swales and drainage ways.
- The Engineering Department will also check the following at the final inspection:
 - Condition of the curb and gutter and sidewalks/bituminous trial (if any) fronting the property.
 - Width of the driveway within the right-of-way.
 - Accessibility of the curb stop. Cover shall be installed if located within the driveway.
 - Presence of sewer and water location markings on the curb.
- The Engineering Department will promptly notify the Building Department of the inspection results.

Failed Inspection Process

- The Builder will be notified of the failure, and reasons for the failure.
- Builder must take corrective action and call for a re-inspection.
- Any variations outside these tolerances will require corrective action by the Builder and may require the original subdivision engineer to revise the development grading plan to correct drainage issues.
- A new certificate of survey may have to be submitted.

Re-Inspection Fee

The re-inspection fee is **\$185.00**. The fee must be paid prior to any further inspections by City or issuance of a Certificate of Occupancy.



Department of Building Safety

101 4th Street East, Hastings, MN 55033

Phone: 651-480-2342

Email: building@hastingsmn.gov
www.hastingsmn.gov

All-Inclusive New SFD Application

SITE ADDRESS: _____

PID# _____

Owner Name: _____

Phone: _____

Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Description of Project: _____ Valuation: \$ _____

Building Contractor	Company/Name: _____ Phone: _____ License # _____ Exp Date: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Email: _____
Sewer & Water Contractor	Company: _____ Phone: _____ License #: _____ Expiration Date: _____ Email: _____
Plumbing Contractor	Company: _____ Phone: _____ License #: _____ Expiration Date: _____ Email: _____ Plumbing systems include Number of Baths: _____ <input type="checkbox"/> Water Softener <input type="checkbox"/> Water Heater <input type="checkbox"/> Lawn Irrigation PVB* <input type="checkbox"/> Sump Pump *SEPARATE IRRIGATION SYSTEM PERMIT REQUIRED
Mechanical Contractor	Company: _____ Phone: _____ License #: _____ Exp Date: _____ <input type="checkbox"/> Air Conditioner <input type="checkbox"/> Furnace <input type="checkbox"/> HRV/ERV <input type="checkbox"/> In-floor Heat <input type="checkbox"/> Garage Heater
Fireplace Contractor (if applicable)	Company: _____ Phone: _____ Qty of Fireplaces: _____ <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> Electric- requires electric permit

The undersigned acknowledges that he/she has read this application, and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Hastings.

Signature of Applicant or Authorized Agent

Date

NOTICE: This is an application only. Permit will be issued after City approval and payment of fees. Permit shall be null and void if authorized work is not started within 180 days or work is suspended for 180 days or more.

OFFICE USE ONLY

Bld Permit Type	<input type="checkbox"/> SFD <input type="checkbox"/> DUPLEX			
Work Type	<input type="checkbox"/> New <input type="checkbox"/> Remodel/Alt.	<input type="checkbox"/> Addition <input type="checkbox"/> Repair		
Required Inspections	<input type="checkbox"/> Footing <input type="checkbox"/> Foundation <input type="checkbox"/> Poured Wall <input type="checkbox"/> Framing <input type="checkbox"/> Sheathing <input type="checkbox"/> Insulation <input type="checkbox"/> Sheetrock	<input type="checkbox"/> Lath (before stone) <input type="checkbox"/> WRB <input type="checkbox"/> Ice/Water <input type="checkbox"/> Plumbing UG <input type="checkbox"/> Plumbing RI <input type="checkbox"/> Shower Pan <input type="checkbox"/> Plumb Final	<input type="checkbox"/> Mechanical RI <input type="checkbox"/> Fireplace <input type="checkbox"/> Gas Line <input type="checkbox"/> Mech Final	<input type="checkbox"/> Other <input type="checkbox"/> _____ <input type="checkbox"/> _____
Fee Notes	<input type="checkbox"/> SAC/WAC Credits _____ _____	<input type="checkbox"/> Existing water meter _____ _____	<input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> Other _____ _____ _____

Basement	Sq Ft	\$/Sq Ft	Subtotal
Crawl Space		\$15.00	
Unfinished		\$30.00	
Finish (New)		\$50.00	
Finish (Existing)		\$30.00	
Finish (Existing Conversion- No Plumb)		\$25.00	
Single/Multi Family	Sq Ft	\$/Sq Ft	Subtotal
Main Floor		\$100.00	
Second Floor		\$100.00	
Unfinished Floors Above Grade		\$75.00	
Garage	Sq Ft	\$/Sq Ft	Subtotal
Wood Framed		\$50.00	
Carport		\$30.00	
Decks/Porches	Sq Ft	\$/Sq Ft	Subtotal
Covered Entry		\$50.00	
Screen Porch		\$75.00	
3 Season Porch		\$85.00	
4 Season Porch		\$95.00	
Deck		\$25.00	
TOTAL			

Planning/Zoning Approval: _____

Date: _____

Engineering Approval: _____

Date: _____

Building Approval: _____

Date: _____