

to all permits. You or your contractor should post the card on the site until completion of the final inspection. This card contains important information about the job and is used to record inspections performed.

### **How Can I Get More Information?**

Call the Council Member designated to be the building liaison, or call the Building Inspector directly. Both numbers should be found in the Medicine Lake Directory.

### **How long do I have to Complete the Work under Permit?**

There is no time limit on completing the work under permit, but inspections must be done every six months or the permit will expire.

### **What Else Might I need to Know?**

Information on variances and city easements can be found in the documents “When Do I Need a Variance, and “Park, City Property, and City Easement Usages”.

City of  
meets the sky  
Medicine  
Lake

where the water

*For further information or to contact City Hall, please call:*

763-542-9701

#### *Disclaimer:*

*This document is intended to be “user friendly”. It does not contain actual City Ordinances, but is an interpretation to make you aware of ordinances that may affect your proposed project. It may not be used as a legal document to support your position regarding a permit application. Medicine Lake City Zoning Ordinances are online at the City website:*

[www.ci.medicine-lake.mn.us](http://www.ci.medicine-lake.mn.us)

### **When Do I Need a Building Permit?**

Permits are required for room additions, decks, porches, finished basements, wood stoves, masonry fireplaces, interior modifications, structural renovations or repair, demolition work, accessory structures, swimming pools, new roofs (including re-shingling), and re-siding.

### **A Permit Is Not Needed To:**

Paint a house (interior or exterior), hang wallpaper, and do similar finish work, erect an accessory building having a roof area less than 120 square feet (basically a small shed), or install concrete sidewalks or patios.

If you have questions about whether you need a permit for the project you

have in mind, contact the building inspector or building liaison council member.

### **Why Do I Need Permits?**

Building and related permits ensure that your project will be constructed according to nationally recognized standards designed to protect homes from structural collapse and fire.

Review of permit applications ensures that your home meets the zoning requirements such as yard coverage, setbacks and building height.

### **Where Do I Obtain My Permits?**

To apply for and obtain a permit, you will need to call the City of Medicine Lake building inspector. The number can be found in the city directory. If you have questions, you can also call the City of Medicine Lake council member who is designated as the building liaison person. If you don't have a directory call City Hall at 763-542-9701.

### **What Information Should I Provide When Applying for a Permit?**

Information requirements can vary depending upon your specific project. For building permits for new construction and additions, you will need to provide a plot plan (based on a current survey of your property that includes buildings on your adjacent neighbor's property) together with detailed construction plans, drawn to scale, showing your proposed project. Public and private easements must be shown on the survey. Pay special attention to the sewer placement, it may be in the middle of your yard, not along the roadside as expected.

### **How Long Does It Take to Get a Permit?**

Some permits, such as plumbing, mechanical, re-siding, and re-roofing, can be issued at the time you apply. Most other permit applications – that are complete and accurate – may take up to five working days to process.

Applications for permits should be submitted well in advance of your scheduled starting date so that staff can help you through the process

and issue your permit before you are ready to start work. This is especially true during the summer construction season.

Electrical permits are issued, and inspections are performed by the Minnesota State Board of Electricity, (651-642-0800).

### **Is There a Charge for a Permit?**

There is a charge for permits. Building permit charges are based upon the value of the project (material and labor). Plumbing and mechanical permits are fixed fee permits. The building inspection will establish the fee based on the City's ordinances.

### **Who Inspects the Work?**

With your permit, the Building Inspector will provide information on when to call for inspection(s). The Building Inspector will inspect your work normally several times during construction for such things as footings, framing, insulation, rough-in and final plumbing and mechanical work and building final inspection.

An Inspection Record Card is attached