



NEW HOME CONSTRUCTION - RURAL

Building permit requirements for rural new home construction which is a dwelling served by a private septic system. Separate permits for plumbing and mechanical (HVAC) system modifications or rough-in systems are not required.

APPLICATION SUBMITTAL REQUIREMENTS

Construction Plans, illustrating:

- Foundation plans
- Floor plans
- Building elevations
- Cross sections drawn to scale
- Headers and beam sizes

Load Calcs & ECC

- Heat Loss, Ventilation, Combustion and Make-up Air Calculation Worksheet
- Energy Code Compliance Certificate

Certificate of Survey / Site Plan

Drawn to scale and indicating:

- Lot dimensions
- Size and location of all existing structures
- Size and location of proposed building
- Setbacks from all property lines of proposed and existing structures, including septic sites, wells, wetlands, etc.

Land Disturbance Supplement

Required for the construction of any structure; includes filling, grading and/or new access onto a public road.

- Completed Land Disturbance Supplement
- Access/entrance permit application submitted to Hennepin County at www.hennepin.us/roadpermits for access to a county road.

Septic Design & Soil Report

- Copy of septic design & soil test report.
- Septic permit application submitted to the Hennepin County Human Services and Public Health Department at www.hennepin.us/septic.
- Septic approval from Hennepin County is required prior to building permit issuance.

Electrical Permit

- Electrical permit application submitted to the Department of Labor and Industry at www.dli.mn.gov. Electrical inspections are performed by the State Electrical Inspector.

Submit Permit

- Submit application for permit online at www.corcoranmn.gov > **Building Permits**
- Permit Type: **RES New Const - Rural**

Requirements for size, height, setback and architectural standards can be found in the City Zoning Ordinance, *Title X*, Sec. 1030.020 or by contacting Planning & Zoning.

For specific questions regarding building code requirements, refer to the applicable codes or contact the city's contracted Building Official, **Metro West Inspection Services at 763-479-1720** or email permits@corcoranmn.gov.

NEW HOME CONSTRUCTION - RURAL

REQUIRED INSPECTIONS

Approved construction plans **must** be on site for all inspections.

- **Footing:** After formwork is set and any required reinforcement is in place but before concrete is poured.
- **Framing:** After framing is done and required rough-in inspections approved.
- **Final:** After plumbing, mechanical and electrical final inspections approved.

To schedule building inspections contact **Metro West Inspection Services at 763-479-1720.**

ESCROW PROCESS

- CO & As-built Review
- Final Escrow Release Inspection
- **See New Home Construction Escrow Policy*

To submit as-built survey for review and escrow release inspection visit www.corcoranmn.gov >

Construction Services and Inspections > Escrow Process New Home Construction.

This handout is intended as a guide and is based in part on the Minnesota State Building Code, City Ordinances, and established building practices. No guarantees are given regarding its completeness or correctness. The permit holder is responsible for ensuring compliance with all relevant codes and ordinances. Additional permit handouts are available online at www.corcoranmn.gov/public_services/construction_services_inspections.

CONSTRUCTION SERVICES AND INSPECTIONS

www.corcoranmn.gov | Email: permits@corcoranmn.gov

COMBUSTION AIR/MAKE-UP AIR WORKSHEET

Date: _____

Name: _____ Site Address: _____

Total floor Area (including basement): _____

Size of Room with Combustion Equipment: _____

Average Ceiling Height _____ Number of Bedrooms _____

***Check all that apply**

Year Home was Constructed

Pre-1994

1994-2003

2004 and After

New – YB _____

☐☐☐☐

Combustion Equipment (Existing & New)

Atmospheric
Vent

Fan Assist/
Power Vent

Direct
Vent

Electric

Water Heater Input: _____ BTU

☐☐☐☐

Furnace/Boiler Input: _____ BTU

☐☐☐☐

Furnace/Boiler Input: _____ BTU

☐☐☐☐

Other _____

☐☐☐☐

Fireplace

Gas
Direct
Vent

Gas
Log
Insert

Wood Burning
Solid
Fuel

Factory Wood Burning
Solid Fuel Closed
Combustion Air

☐☐☐☐

Ventilation System/Per Energy Code, Not Mechanical Code

Exhaust Only

Balanced (HRV/ERV)

None

☐

Fan 1 CFM: _____

Fan 2 CFM: _____

☐☐

Exhaust Systems

Yes

No

Kitchen

☐

CFM: _____

☐

CFM: _____

Central Vacuum

☐

CFM: _____

☐

CFM: _____

Bath Fan

☐

CFM: _____

☐

CFM: _____

Other

☐

CFM: _____

☐

CFM: _____

New Construction Energy Code Compliance Certificate

Per R401.3 Certificate. A building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Posted



Mailing Address of the Dwelling or Dwelling Unit

City

Name of Residential Contractor

MN License Number

THERMAL ENVELOPE

Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply						
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene
Below Entire Slab								
Foundation Wall								
Perimeter of Slab on Grade								
Rim Joist (1st Floor)								
Rim Joist (2nd Floor+)								
Wall								
Ceiling, flat								
Ceiling, vaulted								
Bay Windows or cantilevered areas								
Floors over unconditioned area								
Describe other insulated areas								

RADON CONTROL SYSTEM

Passive (No Fan)
Active (With fan and manometer or other system monitoring device)
Location (or future location) of Fan:
Other Please Describe Here

Building envelope air tightness (ACH):	Duct system air tightness (cfm/100 sf):
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Windows & Doors Average U-Factor (excludes skylights and one door) U: Solar Heat Gain Coefficient (SHGC):	Heating or Cooling Ducts Outside Conditioned Spaces Not applicable, all ducts located in conditioned space R-value
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MECHANICAL SYSTEMS

Appliances	Heating System	Domestic Water Heater	Cooling System
Fuel Type			
Manufacturer			
Model			
Rating or Size	Input in BTUS:	Capacity in Gallons:	Output in Tons:
Efficiency	AFUE or HSPF%		SEER /EER
Residential Load Calculation	Heating Loss	Heating Gain	Cooling Load

Make-up Air Select a Type

Not required per mech. code
Passive
Powered
Interlocked with exhaust device. Describe:
Other, describe:
Location of duct or system:
Cfm's
" round duct OR
" metal duct

MECHANICAL VENTILATION SYSTEM

Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):

Select Type

Heat Recover Ventilator (HRV) Capacity in cfm's:	Low:	High:
Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:	High:
Balanced Ventilation capacity in cfm's:		
Location of fan(s), describe:		
Capacity continuous ventilation rate in cfm's:		
Total ventilation (intermittent + continuous) rate in cfm's:		

Combustion Air Select a Type

Not required per mech. code
Passive
Other, describe:
Location of duct or system:
Cfm's
" round duct OR
" metal duct



LAND DISTURBANCE AND GRADING SUPPLEMENT

Required supplement information for the Land Disturbance and Grading permit or Rural New Home Construction permit.

Address/Location of Land Disturbance and Grading:			
Applicant/Responsible Party:		Address:	
Contractor/Operator (If different than above):		Address:	
Property Owner:		Address:	
Purpose of Land Disturbance:		Start Date:	End Date:
Cubic Yards of Material to be Disturbed:	Area of Disturbance (S.F. or Acres):	Projects one acre or greater or part of a larger common plan/development one acre or greater requires a SWPPP and NPDES Permit.	
Scope and Description of Work:			
A site plan (and SWPPP, if applicable) must be submitted with the application and contain all information per City ordinance Chapter 54.07 Subd. 4 (attached). An approved wetland determination/delineation if applicable, shall be required and included on the plan. It is the responsibility of the applicant/operator/owner to confirm MPCA requirements and secure necessary permits (NPDES, etc.): www.pca.state.mn.us/business-with-us/construction-stormwater NOTE: If owner/operator changes, the current owner and the new owner must submit a subdivision registration to the MPCA per the NPDES permit. (e.g. developer sells a lot to a builder or new owner.)			
Fees:		Escrow: (TBD)	Surety: (TBD)
GREATER THAN 50 C.Y. BUT UNDER ONE ACRE: (OR LESS THAN 50 C.Y. - NON-EXEMPT)		\$100	
ONE ACRE OR GREATER OF DISTURBANCE: (REQUIRES SWPPP AND NPDES PERMIT)		\$300	
DRIVEWAY ACCESS (NEW OR ALTERED):		\$100	
HOMEOWNERS' ASSOCIATION (HOA) DISCLAIMER: The City reviews for compliance with local, state, and federal regulations only. Your HOA may require further plan review and approval of your project. Please work with your HOA on their specific requirements.		IS YOUR PROPERTY IN A HOA? YES NO If yes, has your plan been submitted? APPROVED PENDING Has your plan been	
ACKNOWLEDGEMENT AND SIGNATURES (Both Applicant and Property Owner must sign): I, the undersigned, hereby certify that I have read and examined the supplement and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law or ordinance regulating land disturbances or the performance of construction. I agree to pay all fees necessary for review and processing of the permit application whether the permit is approved or denied. Furthermore, I grant the City permission to access the property per chapter 54.12 Subd. 1.			
Signature of Applicant/Responsible Party		Date	Signature of Property Owner
			Date
CITY USE ONLY BELOW THIS LINE			
Conditions of Approval:			

Land Disturbance & Grading permit ONLY:

To request inspection visit www.corcoranmn.gov > Construction Services and Inspections > Land Disturbance and Grading Permits

Rural New Home Construction permit:

Visit www.corcoranmn.gov > Construction Services and Inspections > Escrow Process New Home Construction

CONSTRUCTION SERVICES AND INSPECTIONS

www.corcoranmn.gov | Email: permits@corcoranmn.gov

SITE PLAN AND CONSTRUCTION PLAN REQUIREMENTS

Chapter 54.07 Subd. 4. Site Map and Plan. A site map and plan must be submitted with the application, which shall include the following (no application will be reviewed until all necessary information has been submitted):

(a) Project Information:

- (1) A project description, including the nature and purpose of the Land Disturbing Activity and the amount of grading, utilities, and building construction involved.
- (2) A project narrative describing the timing for installation of all erosion prevention and sediment control BMPs.
- (3) Site location and property address.
- (4) Property owner's name, address, and telephone number.
- (5) The name, address, and telephone number of the Applicant.
- (6) Names, addresses, telephone numbers, and responsibilities of all contractors, subcontractors, and other persons who will engage in the Land Disturbing Activities.
- (7) Name, address, and telephone number of a single individual responsible for overseeing implementation of the erosion control plan on site.
- (8) Number of acres to be disturbed, number of acres of impervious surface for pre- and post-construction.
- (9) Phasing of construction, including time frames and schedules.
- (10) Date SWPPP was prepared and name of preparer.

(b) Existing Site Map. A map of existing site conditions showing the site and immediately adjacent areas, including:

- (1) Location of the tract by an insert map at a scale sufficient to clearly identify the location of the property and giving such information as the names and numbers of adjoining roads, railroads, utilities, subdivision, towns, and districts or other landmarks.
- (2) Existing topography with a contour interval appropriate to the topography of the land, but in no case having a contour interval greater than two feet.
- (3) A delineation of all receiving waterbodies, including streams, rivers, public waters, and wetlands located on, immediately adjacent or to which the site discharges to. Including any designations for special or impaired waters. The classification given to water body or wetland shall be consistent with the State Department of Natural Resources, the State Pollution Control Agency and/or the United States Army Corps of Engineers.
- (4) Location and dimensions of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site delineating in which direction and at what rate storm water is conveyed from the site, identifying the receiving stream, river, public water, or wetland, and setting forth those areas of the unaltered site where storm water collects.
- (5) A description of the soils of the site, including a map indicating soil types of areas to be disturbed as well as a soil report containing information on the suitability of the soils for the type of development proposed and for the type of sewage disposal proposed and describing any remedial steps to be taken by the Applicant to render the soils suitable.
- (6) Existing vegetative cover and clearly delineating any vegetation proposed for removal.
- (7) Locations of existing buffer strips.
- (8) One-hundred-year floodplain, flood fringes, and floodways.

(c) Site Construction Plan. A site construction plan including:

- (1) Schedule of anticipated starting and completion date of each Land Disturbing Activity, including the timing of installation of construction site erosion and sediment control measures.
- (2) Locations and dimensions of all proposed land disturbing activities.
- (3) Locations and dimensions of all temporary stockpiles.
- (4) Description of all BMPs for the site and the sequence and schedule of when BMPs will be implemented.
- (5) Location and type of all temporary and permanent erosion prevention and sediment control BMPs.
- (6) Estimated quantities for all erosion prevention and sediment control BMPs.
- (7) Standard details and/or specifications for all BMPs.
- (8) Identify temporary sediment basins, if more than ten acres are disturbed and drain to a single point of discharge.
- (9) Calculations used for the design of temporary sediment basins.
- (10) Dewatering practices.
- (11) Procedures used to establish additional temporary BMPs as necessary for the site conditions during construction.
- (12) Any vehicular access locations for the site.
- (13) Locations of areas to be phased to minimize duration of exposed soils.
- (14) Final stabilization plan for each phase.
- (15) Methods used for permanent cover of all exposed soil areas.
- (16) Areas not to be disturbed on site.
- (17) Identification of required buffer zone areas.
- (18) A description of construction and waste materials to be stored on-site, and a description of controls and storage practices to minimize exposure of the materials to stormwater.
- (19) A description of spill prevention controls.

(d) Plan of Final Site Conditions. A plan of final site conditions on the same scale as the existing site map showing the site changes including:

- (1) Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship or proposed changes to existing topography and remaining features.
- (2) A landscape plan, drawn to an appropriate scale, including dimensions and distances and the location, type, size, and description of all proposed landscape materials which will be added to the site as part of the development.
- (3) A drainage plan of the developed site delineating in which direction and at what rate storm water will be conveyed from the site and setting forth the areas of the site where storm water will be allowed to collect.
- (4) The proposed size, alignments and intended use of any structures to be erected on the site.
- (5) A clear delineation and tabulation of all areas which shall be paved or surfaced, including a description of the surfacing material to be used.
- (6) Any other information pertinent to the project which, in the opinion of the applicant, is necessary for the review of the project.

(e) MPCA Permit. Copy of MPCA permit for discharging storm water from construction activity (MN R100001).

HENNEPIN COUNTY

PUBLIC HEALTH

A septic permit must be obtained before beginning any activity requiring a permit under Hennepin County Ordinance No. 19 – Individual Sewage Treatment Systems Standards. **Please check the activity below, then submit application, fee and complete design to this office.** It is the duty of the applicant to notify the Health Authority at least 24 hours before the date/time the inspection is needed. [excludes weekends/holidays]

Checks or money orders should be made payable to: **HENNEPIN COUNTY TREASURER.** **Permit expires one year after date of issuance.**

Owner Name: _____

Site Address: _____ City / Zip: _____

Parcel No.: _____ Resid/Business: _____

☒	Activity	Permit Fee & Supporting Information
☐	Type IV or V septic system requiring an operating permit	\$765 – site evaluation and design
☐	Type I, or III (floodplain) septic system installed by owner	\$535 – site evaluation and design
☐	Type I, or III (floodplain) septic system installed by licensed installer	\$430 – site evaluation and design
☐	Type II holding tank installation, privy or a septic tank replacement	\$212 – site location
☐	Septic system rejuvenation	\$105 – site location, activity report, outcome
☐	Abandonment of a system/tank(s)	\$105 – pumping record and site location
☐	Septic tank pumping filing fee	\$38 – activity log and site location
☐	Operating permit renewal fee – Residential	\$101
☐	Operating permit renewal fee – Business	\$205
☐	Septic review for newly platted subdivision or lot split	\$196 – per lot
☐	Design revision submitted AFTER permit approval	\$159 – requiring additional design review
☐	Septic system inspection fee – per time	\$159

Total Fees: \$ _____

- Permit fees include design/plan review and construction inspections.
- A permit is required for abandoning an existing system that is not part of the installation of a new/replacement system. **All systems must be pumped prior to abandonment.**
- Conditional approvals of abandonment will be issued pending receipt of SSTS Abandonment Reporting Form required by state law to be submitted **within 90 days of abandonment.** [We request 1 or 2 photos of the abandonment in process as well]

Designer: _____
Name Address MPCA License No.

Installer: _____
Name Address MPCA License No.

Maintainer: _____
Name Address MPCA License No.

I certify that the information on the forms provided are accurate and complete. Please print clearly where appropriate.

Applicant Name: T Company: _____

Email: _____ Phone: _____

Applicant Signature: _____ Date: _____

Permit No.: _____ Receipt No.: _____ Approval Date: _____

☐ **Site Staked?** _____ *Date Staked* _____ If the septic location cannot be determined during permit design review, a **Reinspection Fee of \$159.00** will be charged to the **Applicant.**

Installers—Please Note! Elevations at rough-up and rockbed inspection will be completed to ensure the required system separation identified in the design have been met. **Installers may be asked to expose re-used tanks for closer inspection.**

❖ **ONCE APPROVED, A COPY WILL BE RETURNED TO YOU WITH THE APPROVING INSPECTOR'S NOTES HERE.**



NEW HOME CONSTRUCTION ESCROW POLICY

In accordance with City Ordinance *40.08 New Home Construction Escrow*, all residential new construction shall require a financial security via a cash escrow deposit, at permit issuance. If all site work requirements are not completed prior to issuance of the Certificate of Occupancy (C.O.), additional escrow will be required and must be posted prior to release.

Initial and additional escrow shall be calculated based on the adopted fee schedule. The applicant shall complete the as-built submittal, final grade inspection, and final escrow inspection prior to C.O. or notify the City of any outstanding items and post additional escrow prior to final building inspection. The escrow requirement items are the responsibility of the applicant.

A minimum of two inspections will occur: Final Grade Inspection and Final Escrow Release Inspection.

If the C.O. is to be issued between May – August, site work must be completed within 60 days of issuance, if the C.O. is issued between September – April site work must be completed by June 30.

1. Prior to Final Building Inspection/C.O.

Complete the Certificate of Occupancy & As-Built Review form located on the City's website: [Escrow Process New Home Construction](#)

Scenario 1: Work incomplete. If all site work is **not** complete, the applicant must indicate the outstanding work on the form and submit. City Staff will calculate additional escrow requirements and notify the applicant. (Staff may conduct a site visit prior to determining escrow.)

Scenario 2: All work complete. If all site work is complete, the applicant must complete the form and submit as-built survey and request Final Grade Inspection. (See step 2 below.)

*A minimum of 3-5 business days' notice is required for all inspections.

2. As-built Review and Final Grade Inspection

Prior to sod or seeding and landscaping, but after final grading has been completed, a final grade as-built survey must be submitted to the city's Construction Services and Inspections Division for review, and a final grading and topsoil inspection must be completed.

To submit the as-built survey and request inspection, the applicant must complete the Certificate of Occupancy & As-Built Review form located on the City's website: [Escrow Process New Home Construction](#)

NEW HOME CONSTRUCTION ESCROW POLICY

The as-built drawing must show the completed first floor elevation, final grade spot elevations and contours of the final grade. All grading must be completed per the approved plans.

After the as-built survey and final grade/topsoil inspection are approved, the applicant will be notified, and sod and/or seeding may be completed as well as all other required site work.

3. Final Escrow Release Inspection

After all site work is complete, the applicant must complete the Escrow Release Request form located on the City's website: [Escrow Process New Home Construction](#)

Staff will then inspect the site to ensure all site work is completed per City requirements. All landscaping and site work must be completed per the approved plans.

Final Escrow Release Requirements:

The following is a list of items that must be completed prior to escrow release, but may not be all inclusive:

1. Driveway complete.
 - Paved as required
 - Maximum width in ROW: 24'
 - Maximum slope: 10%
 - Minimum slope: 2%
 - Culvert as required
2. Drain Tile/Sump Connections (if applicable)
3. Sidewalk, trail, curb, and other infrastructure free from damage
4. Curb stop and box at grade and operational, tracer wire installed.
5. Wetland/Conservation signage installed per approved plans.
6. Wetland Buffer seeded
7. All noxious weeds removed
8. Required landscaping installed per approved plan
9. At least one over-story tree in front yard
10. Temporary erosion control removed
11. Sod installed and/or entire property seeded with a minimum 70% established
12. Other site specific items that may be required.

The escrow release process can take up to 30 days or more for approval from all departments and to process the refund. Changes or alterations to your approved grading and site plans without prior approval may require corrections, further review, and/or re-inspections and could cause delays.

Staff and consultant time used in review and/or inspections may be charged against the escrow per the adopted fee schedule.



NEW HOME CONSTRUCTION ESCROW INSPECTION CHECKLIST

Project Address _____ Permit Number _____

Applicant/Responsible Party _____ Email Contact _____

Building Permit			
Requirements	Complete	Incomplete	Notes
Final Building/C.O.			
Additional Escrow			

Final Grading			
Requirements	Complete	Incomplete	Notes
As-built Survey Review			
Final Grading/ Top Soil Site Inspection			

Final Site Inspection - Escrow Release			
Requirements	Complete	Incomplete	Notes
Driveway (Max width 24' Max slope 10%; min 2%)			
Drain Tile/Sump Connected (where provided)			
Curb, Sidewalk, Trail or Infrastructure Damage			
Curb Stop/Box (at grade and operational). Tracer Wire Connected. Meter Antenna Installed.			
Wetland/Conservation Signs			
Wetland Buffer			
No Noxious Weeds			
Required Landscaping (per approved plan)			
Tree (one over-story in front yard)			
Temporary Erosion Control Removed			
Sod Installed or Seeded (Min 70% established)			
Other			
Release Escrow			