

EUREKA TOWNSHIP

RESIDENTIAL REMODEL PERMIT

APPLICATION INSTRUCTIONS

The following must be submitted for a complete application:

- Completed Building Permit Application form.
- Application fee as set forth in Ordinance 7.
- Proof of ownership: Parcel ID will be verified by the Town Clerk; conflicts must be resolved with a proper deed
- Two (2) copies of building plans indicating:
 - Floor plans showing the existing and proposed use of each area. Indicate the location of existing and proposed walls, plumbing and heating fixtures, locations of new windows, doors, etc. Also indicate types of insulation, wall framing, etc.
- Two (2) copies of site plans illustrating:
 - The legal description of the land.
 - An arrow indicating North.
 - Lot Lines (dimensions and shape of the lot).
 - The location and size of the structure to be erected or remodeled.
 - The location of existing driveway and roads, including its width and distance to the nearest property line, on which the structure does now or is to front.
 - The location of and distance to the well, drainage and sewer systems.
- Asbestos abatement letter, if applicable.
- Lead abatement letter, if applicable.
- A Compliance Inspection for the existing septic system, if required:
 - If a new septic system is required because you are adding a bedroom, submit all information needed to obtain a septic system permit to the Eureka Township Septic Inspector.
 - If a new septic system is required, but you are not adding a bedroom, a replacement septic system site must be identified.
- Watershed permit or letter of exemption if located in the Dakota County Shoreland Zoning District or the Vermillion River Watershed District.

General Requirements:

- Residential additions or remodels are governed by Eureka Township Ordinance 3 and the Minnesota State Building Code.
- In Minnesota, hazardous and other problem wastes must be removed from a structure before it is renovated or demolished. The removed wastes must be managed properly through recycling or disposal.
- The Minnesota Pollution Control Agency's (MPCA) pre-renovation or demolition requirements apply to all structures in Minnesota, including residential and agricultural structures, there is no exemption from these requirements for farm buildings.
- Certain buildings built before 1978 may also be subject to federal requirements under the Repair, Renovation and Painting Rule (RRP) of the EPA (<http://www.epa.gov>).
- In general, building permits are required for:
 1. The construction, reconstruction or alteration of a residential structure where the cost of such work exceeds five hundred (\$500) dollars.
 2. Any repairs or remodels that involve the cutting away of any wall or partition, a portion of a wall or partition, the removal or cutting away of any structural beam or load bearing support, removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
 3. Any project to erect, install, enlarge, alter, repair, remove, convert or replace any gas, mechanical, electrical, plumbing system or other equipment regulated by the Minnesota State Building Code.
 4. Moving or changing the occupancy of a building or structure.
- In general, remodeling and repair projects do not require Planning Commission and Town Board review unless they enlarge the building, move or extend the exterior dimensions of the building, or change the land use or occupancy of the building.
- No work shall commence until the applicant has obtained the proper permits.

Required Inspections:

Applicant must contact the Eureka Township Building Inspector for all required inspections.