

BUILDING PERMIT HANDOUT



Building permit requirements in Sherburne County are governed by the specific provisions of the Minnesota State Building Code.

Refer to County Ordinances and related fact sheets for further information on requirements and regulations.



FREQUENTLY ASKED QUESTIONS

1. What requires a building permit?

The Sherburne County Ordinance requires a permit for the construction and placement of structures on property, as well as additions and structural alterations to existing structures. In addition to dwellings, typical structures requiring permits include decks, garages, finishing basements, swimming pools, etc. Please visit www.co.sherburne.mn.us/328/Building-Permits for a complete list.

2.. How do I apply for a Building Permit?

Sherburne County Planning & Zoning offers an online portal for application completion. Scan the QR code on the back of this handout to apply, or visit our website.

3. What prerequisites are required in order to apply?

Most building permits require a current septic compliance. To be considered current, a septic compliance inspection must be completed within 3 years of application for the addition of bedrooms and within 10 years of application for all other building permits. The following permits are maintenance permits and do not require a septic compliance to be performed to obtain a permit:

- Roofing
- Deck Maintenance
- Air Conditioner/Furnace
- Siding
- Razing
- Foundation Repair
- Window/Door Replacement
- Overhead Garage Door
- Water Heater

4. When is structural engineering required?

Any post frame accessory structure where sidewalls are over 14 feet tall, and all post frame habitable structure (barndominiums, shouses) require signed, stamped plans from a MN licensed structural engineer.

FREQUENTLY ASKED QUESTIONS CONTINUED

6. Do I need a permit to re-shingle or re-side my house?

Yes, a permit is needed for maintenance items such as re-shingle, re-side, gas water heaters, fireplace and furnace installation, window replacement, and garage door replacement.

7. Do I need a permit for a fence and how close to the property can it be built?

A permit is not required for a fence under 7 feet in height. If the fence exceeds 7 feet in height, designs from a professional engineer must be supplied with the permit. A fence can be erected up to a property line, but it cannot encroach on the neighboring property. No fences are allowed inside the building setback to a lake, cannot infringe upon the view of a water body, and must not be placed in the road right-of-way.

8. How long does it take for a permit to be issued?

Issuing a building permit is generally done within 15 business days after a complete application has been submitted. Permit review times vary, depending on the time of year and whether all the required information is submitted with the application. Summer months are generally busier which results in longer permit issuance times.

9. How long is my building permit good for?

Construction must start within 180 days of the permit issuance date. Permits are valid for 6 months and can be extended provided progress is being made.

10. How do I contact an electrical inspector?

An Electrical Inspection Permit and information can be obtained by going to the State website (<https://www.dli.mn.gov/>) or by calling Kelly Johnson at 320-470-9684. Inspections can be scheduled with the Electrical Inspector between 7:00 a.m. and 8:30 a.m.

11. What are the required setbacks?

Setbacks differ depending on the zoning of each parcel and the type of road, lake, or water body that the property fronts on. Because there are so many variables, we advise our residents to contact the Planning and Zoning office to determine the required setbacks that pertain to a particular property. Setbacks can also be found in our County Ordinances available on our website.

12. Is my lot buildable?

There are many requirements that need to be met in order for a lot to be buildable. Depth to water table for the low floor elevation, setbacks requirements, septic regulations, well placement, and zoning are just a few of the items that need to be verified. Environmental considerations that also need to be reviewed include; wetland, shoreland, and floodplain regulations. The County cannot tell prospective or current owners of a property if a lot is buildable. It is up to the owners to complete their due diligence to determine if all requirements can be met.

Questions?

Contact Planning & Zoning at zoning@co.sherburne.mn.us
or 763-765-4450

Have a project in mind?

Apply for a Building Permit by scanning the QR code
or visit our website co.sherburne.mn.us

