

MOVE-IN STRUCTURES



- A building permit is required IN ADVANCE of moving a structure onto a lot, including, but not limited to, houses, detached garages, sheds and similar structures over 200 square feet.

MN Rules, Chapter 1300.0220 Subp. 4 Moved buildings: Buildings or structures moved into or within a jurisdiction **shall comply with the provisions of the code for new buildings or structures. Exception: A.** Buildings designed to comply with Chapter 1311: or **B.** A residential building relocated within or into a municipality need not comply with the Minnesota Energy Code or Minnesota Statutes, 326B.439.

- A permit is not required by a municipality for a structure being moved OUT of its jurisdiction; however, if the structure has a foundation, a permit is required for the foundation's demolition.
- All structures must be inspected prior to moving into the jurisdiction OR from one location to another within the jurisdiction. This pre-move inspection will be performed for the fee listed in the municipality's Fee Schedule (the pre-move fee is in addition to the permit fee). The inspection provides the applicant with a general list of items that will need to be corrected in order to comply with the building code. If the applicant decides to proceed with the move, these items must be incorporated into a building permit, and must then pass the required inspections in order for the permit to be closed and a certificate of occupancy to be issued for the structure (if applicable).
- Additional permits are required for any electrical, mechanical, and/or plumbing work.
- Along with the completed Building Permit Application, submit:
 - Two copies of the site plan drawn to scale with the proposed location for the structure.
 - Two copies of a signed Certificate of Survey (if required by the municipality).
 - Two copies of plans drawn to scale showing the proposed design, including:
 - Proposed floor plan design including dimensions
 - Existing floor plan overview
 - Construction materials to be used
 - Where the listed construction materials will be located
 - Plumbing fixtures to be used
 - Location of plumbing fixtures
 - Describe any changes to existing heating, ventilation and air conditioning
 - Show the location of any changes to heating, ventilation and ventilation
 - Additional information may be required by the plan reviewer
- All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturers' installation specifications for each product.

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:

POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

INSPECTION REQUIREMENTS:

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

Inspections: See your permit card to determine which of the following inspections are required for your project.

- **Pre-Move:** This inspection takes place prior to moving the structure. The purpose of the inspection is to determine any areas that will need to be corrected in order to bring the structure into compliance with the current building code. (There is a separate fee for this inspection. Check with your municipality office or call us at 952-442-7520 to determine the fee.)
- **Footings:** After forms and reinforcing are in place, but PRIOR TO POURING CONCRETE.
- **Poured Wall:** After forms and reinforcing are in place; but PRIOR TO POURING CONCRETE.
- **Foundation/pre-backfill:** PRIOR TO BACKFILLING around the foundation. Exterior drainage system, waterproofing, exterior insulation and wall bracing must be in place.
- **Plumbing rough-in:** New or altered underground plumbing pipes must be inspected before covering with dirt or concrete; above ground vent and waste pipes must be inspected and air tested before wall covering is applied.
- **Heating/Mechanical (HVAC) rough-in:** Ducts and pipes used to convey the source of heat throughout the finished area must be accessible and exposed. A gas line test will need to be performed.
- **Electrical rough-in:** Electrical work must be inspected before insulation, drywall, paneling, or other materials cover any new wiring. Underground wiring must be inspected before the trench is back-filled. Except for the final connection to switches, receptacles, and lighting fixtures, all ground wires and other wires in boxes must be spliced and pigtailed.
- **Framing:** Framing is inspected after the interior partitions and any fire blocking and bracing are in place; sprinkler, mechanical, electrical, and plumbing systems are in place; and the rough-in inspections have been approved.
- **Insulation:** This inspection needs to be performed after the insulation and vapor barrier are in place and fully taped.
- **Final Inspections** for plumbing, HVAC, sprinklers and electrical work must be performed before the wiring/plumbing/mechanical equipment is utilized and the space occupied, and before the building final inspection.
- **Final:** All life safety items must be complete, including smoke and carbon monoxide detectors, before the final inspection will be signed off. The permit package must be on site at the final inspection.
- **Additional Inspections** may be required on items that were brought into compliance with the current building code.

Warning: The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturer's installation requirements.

If a re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

Note: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit can be issued.

Note: To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

Note: For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: info@mnspect.com.

