



Building Permit Application

630 Florence Avenue PO Box 890 Owatonna, MN 55060

Building Inspections Department

www.co.steele.mn.us

Phone: 507-444-7475

Email: Inspections@co.steele.mn.us

Commercial

Planning / Zoning, SSTS, and Building Department Use Only					
PIN:	Permit #:	Fee:	Plan Charge:	State Surcharge:	Total Permit Fee:
Setbacks: Front: _____ Right Side: _____ Left side: _____ Back: _____					
Notes: _____					
Planning & Zoning Dept:				Date: _____	
SSTS Dept.:				Date: _____	
Bldg Inspections Dept.:				Date: _____	

Jobsite Address: _____ City: _____

PROPERTY OWNER

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

CONTRACTOR

Company: _____ License #: _____ Lead Cert. #: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Contact Phone: _____

Office Phone: _____ Email: _____

PERMIT TYPE

New Construction	Remodel	Change	Repair	Other
Addition	Include	Change of Use	Water Damage	Fence
Garage	Description	Tenant Change	Fire Damage	Pool* **
Other	& scope of		Foundation	Shed
	work below		Other	Solar (see required submittals)

*State license Required for in-ground pool **Registration Required for Contractor for above-ground pool

IS THERE A SEPTIC SYSTEM? ___ Yes ___ No

IS THIS BUILDING OWNER OCCUPIED? ___ Yes ___ No

DESCRIPTION OF WORK

PROJECT VALUATION: \$ _____

*** EMAIL / MAIL SIGNED APPLICATION TO ADDRESS ABOVE***



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REQUIRED SUBMITTALS – see handouts for specific submittal requirements

Complete set of building plans, including all details (Electronic copy preferred)

For additions, porches, decks, garages, sheds, pools, fences – all existing structures and the proposed changes must be shown. Dimensions & Setbacks to property must be shown.

Manufactured home park approval letter, if applicable

Solar: Verification that the roof structure can handle the weight of the system – see Solar handout

SUB-CONTRACTOR LIST

	Plumbing Contractor	Heating Contractor	Other
Contractor			
Email			
Phone			

FOR ELECTRONIC PLAN SUBMITTAL

ALL ELECTRONIC PLAN SUBMITTALS FOR PERMITS MUST BE SUBMITTED IN THEIR ENTIRETY.

FOR QUESTIONS REGARDING PROJECT REQUIREMENTS, CALL 507-444-7475.

Allow 24 business hours for this electronic submittal to be assigned to a building inspector.

Once assigned; a period of 10 – 15 business days may be required for the plan review.

BY SUBMITTING YOUR INFORMATION ELECTRONICALLY, YOU ARE AGREEING TO ABIDE BY THE CONDITIONS SPECIFIED ABOVE.

****This Permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with weather specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. 24 hours advanced notice on all inspections is required.**

Applicant Name: _____ Signature: _____ Date: _____

*** EMAIL / MAIL SIGNED APPLICATION TO ADDRESS ABOVE***