



CITY OF WATERTOWN

Department of Building Inspections

309 Lewis Ave S, PO Box 279

Watertown, MN 55388

Phone (952) 955-2681 – Fax (952) 955-2695

PERMIT REQUIREMENTS

New Construction/One and Two Family Residential

PERMITS:

Permits may be applied for and issued on weekdays during the hours of 8:00 AM and 4:30 PM. Completed permit applications may be mailed in.

Please allow five (5) working days for plan review on residential permit applications, one (1) work day for non-plan review permit applications. If permit applications are incomplete, the permitting process may be longer.

***Work must never begin until the permit is received and on the job! Starting work without a permit will result in additional fees! ***

ALL PERMIT APPLICATIONS MUST BE COMPLETED AS FOLLOWS:

BUILDING PERMITS:

1. Completed application form.
2. Two (2) copies of survey for all new dwellings/as-built foundation survey shall be on site before framing inspection is done and approved by the building official / as-built survey required prior to issuing final certificate of occupancy.
3. Soils analysis report when required.
4. Two (2) complete sets of building plans drawn to scale.
5. Two (2) copies of construction specifications when required.
6. Two (2) copies of the New Construction Energy Code Compliance Certificate meeting the requirements of MSBC Ch. 1322 N1101.8.

PLUMBING PERMITS:

1. Completed application form.
2. Two (2) copies of plumbing plan when required.
3. Permit fee for new single family home plumbing systems - \$100.50.

HEATING/MECHANICAL PERMITS:

1. Completed application form.
2. Heat loss and heat gain calculations.
3. Two (2) copies of mechanical plans and specifications when required.
4. Permit fee for new single-family home heating/cooling system - \$100.50. (Additional permit will need to be pulled for fireplaces - \$50.50)

ELECTRICAL PERMITS:

Electrical is done by the MN State Board of Electricity (951) 284-5026 or www.dli.mn.gov.

(See attached New Home Builder Requirements)

