



# MNSPECT

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

## INSPECTION PERSONNEL:

- Scott Qualle, Designated Building Official
- Ty Turnquist, Operations Director, Senior Commercial Plans Examiner
- Tom Richardson, Relationship Manager
- Nick Qualle, Senior Residential Plans Examiner, Field Inspector
- Tom Krause, Field Inspector
- Derek Qualle, Rental/Field Inspector
- Dean Mau, Senior Fire Plans Examiner
- Dale Engelmann, Senior Plumbing Plans Examiner, Plumbing Inspector
- Tracy Montgomery, Office Manager
- Wendy Morrissey, Administrative Assistant
- Brandy Blauert, Operations Assistant

HAPPY ANNIVERSARY  
 Plato – 13 yrs. Mound – 12 yrs.  
 Douglas Twp. – 5 yrs. Greenvale Twp. – 4 yrs.

HAPPY NEW YEAR!

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**MNSPECT MINUTE**

January 2016

### LET THE PLANNING BEGIN!

When it comes to doing a construction project, whether it is reroofing your house, building a 2,500 sq. ft. addition, a new home, or a commercial project, it is always best to plan ahead – way ahead! Good planning can save you lots of stress, headaches, and money. The following is a guide for preparing for your building project:

--This may seem common sense, but is your home designed for this project? For example, you are thinking of adding a deck onto the back of your house. Is there room? Is there utility equipment in the way? Will you be covering up lower level egress windows?

--Take your idea to a local lumber yard/home improvement store and get a “ball park” price for the project. It seems silly to go too much further in the process if the project is going to cost more than the wallet allows!

--If the project is expanding your house (vertically or horizontally), **check with your municipality’s zoning department for any restrictions.**

--What kind of approval do you need from your municipality? Some municipalities require zoning and other agencies’ approval and then Council/Board approval before the building permit process can be started. **Contact your municipality’s office early in the process to find out their requirements.**

If you have made it this far and you are still convinced the building project is right for you, you have a big decision to make: Are you going to do the work yourself or hire a contractor? Remember, whoever applies for the building permit is ultimately responsible for making sure the work is done in compliance with the MN State Building Code. If you are going to hire a contractor, visit <http://www.dli.mn.gov/CCLD/RBCCConsumer.asp> for some great tips and info.

--Choose your contractor. Remember to call references, and to make sure the contractor is licensed through the Department of Labor and Industry.

--It’s time to draw up some “official” plans. You probably have some drawings, but you will need **detailed** plans. If you are hiring a contractor, he should be able to help you with this. We have some great handouts for most projects that will guide you through what information you will need to supply on your plans for your building permit to be approved.

--At this time, you are ready to start getting municipality approval (if needed). Remember, if you need approval from the Council/Board, they may only meet once or twice a month.

--Order your materials. You might find that some of the items you need may be back-ordered or need to be custom made. This can delay the start of your project.

--Apply for your building permit. Building permit applications can be obtained at your local municipal office, or you can call us and we would be happy to email one to you. The building permit application can be submitted at the same time you are applying for zoning approval.

**TIP:** Make sure to fill the application out completely - missing information can slow down the approval process. Call us or check with your municipality’s governing office to see if there is a handout related to your project that will assist you in providing us with the information we need.

--Generally, you will need to submit two copies of the drawings (plans) for your project along with the completed building permit application. Decks, basement finishes, and new home projects all have supplemental worksheets and information that will need to be supplied. An incomplete submission can delay your project. Plan review can take up to ten business days (residential) once we have all of the information.

--Once you have obtained your building permit, the construction can begin. Check your permit card to see what inspections are required for your project and remember to schedule them. We do our best to fit you into the schedule the next business day, but the more notice you give us, the better chance we will have of meeting your timeline.

The best advice we can give you to help your project run smoothly is: **CALL YOUR MUNICIPALITY OFFICE AND THE BUILDING INSPECTION DEPARTMENT TO FIND OUT HOW WE CAN HELP YOU!**

### WINTER POLLUTION PREVENTION MS4 TIP:

Between storm events, pollutants collect on surfaces as a result of atmospheric deposition, vehicle emissions, winter road maintenance, construction site debris, trash, road wear and tear, and litter from adjacent lawn maintenance (grass clippings). Sweeping of materials such as sand, salt, leaves and debris from city streets, parking lots and sidewalks prevents them from being washed into storm sewers and surface waters.

Did you know: One ounce of household bleach requires 312,000 ounces of water to be safe for fish. Even biodegradable soaps can pose problems for aquatic life — in order for one ounce of biodegradable detergent to be safe for fish, it needs to be diluted by almost 20,000 ounces of water.

Contact us if you have questions regarding a current or future building project:

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