



Shakopee Mdewakanton Sioux Community

2330 Sioux Trail NW Prior Lake MN 55372

Building Inspection Department

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Residential Building Permit Application Requirements

As supplemental to the codes and ordinances adopted by the SMSC, this checklist outlines the requirements for residential building permit application and approval.

<i>Applicant</i>		Construction Documents Required	<i>Office</i>
Complete	NA	<i>Permit Items</i>	
		Building Permit application SMSC form completed in full by a licensed building contractor. Includes name and signature of applicant and name of company.	
		Mechanical Permit application SMSC Mechanical plumbing/ mechanical form. If same contractor one form may be used for plumbing and mechanical.	
		Plumbing Permit application SMSC Mechanical plumbing/ mechanical form. If same contractor one form may be used for plumbing and mechanical.	
		Land use permit Separate permit form. Required if soil disturbance .>500 sq. ft. Erosion control plan req. if > 10,000 sq. ft. (2 hard copies 1 electronic copy).	
		Survey Complete professional survey for new construction and additions. Also may be required for pools and other out buildings. (2 hard copies 1 electronic copy)	
		Plan Sets Plans shall be sufficient to show the location, nature and scope of work as well as code and ordinance compliance. A letter of description may be required. (2 copies)	
		MNCheck New construction requires MNCheck showing compliance to mechanical and energy code.	
<i>License and Insurance</i>			
		License Copy of current valid Minnesota Contractors License	
		Liability Insurance Certificate of Liability Insurance faxed from insurance agent showing SMSC as certificate holder.	
		Builders Risk Insurance Proof of builder's risk insurance naming SMSC as additional insured.	
		Plumbers License Copy of current valid Minnesota Plumbers License	
<i>SMSC Contract</i>			
		SMSC Contract Standard construction contract provided by SMSC <u>must be used when SMSC financing is used.</u>	
Permits must be submitted to Building Inspector for review by noon Tuesday with all elements as noted above. Applications are submitted to Business Council for approval. Applicants will be notified by phone when complete. Allow one week.			