

# Frequently Asked Questions: Building Permits



Building permit requirements in Sherburne County are governed by the specific provisions of the Minnesota State Building Code, which is available on our website [www.co.sherburne.mn.us](http://www.co.sherburne.mn.us)

Refer to County Ordinances and related factsheets for further information on requirements and regulations. Please feel to contact our office with any questions or comments.

**1. What requires a building permit?**

The Sherburne County Ordinance requires a permit for the construction and placement of structures on property, as well as additions and structural alterations to existing structures. In addition to dwellings, typical structures requiring permits include decks, garages, finishing basements, swimming pools, etc. Please visit [www.co.sherburne.mn.us/zoning/buildingpermits/](http://www.co.sherburne.mn.us/zoning/buildingpermits/) for a complete list.

**2. I live in a City and need a building permit. Does the County issue permits for Cities?**

Sherburne County does not issue building permits for incorporated municipalities of the County or for Becker Township. Contact your City or Becker Twp directly for building permit requirements.

**3. Do I need a permit to re-shingle or re-side my house?**

Yes, a permit is needed for maintenance items such as re-shingle, re-side, gas water heaters, fireplace and furnace installation, window replacement, and garage door replacement.

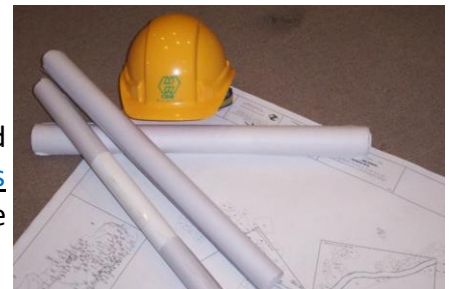
**4. Where do I get permit applications & information?**

Sherburne County offers applications and information online. The website address is: [www.co.sherburne.mn.us/zoning/buildingpermits](http://www.co.sherburne.mn.us/zoning/buildingpermits).

Completed applications can be mailed, emailed, or dropped off at the Planning and Zoning office located at: 13880 Business Center Drive, Elk River, MN 55330 or [Zoning@co.sherburne.mn.us](mailto:Zoning@co.sherburne.mn.us)

**5. What needs to be included with my permit application?**

Depending on the type of building permit, the information required varies. Please visit [www.co.sherburne.mn.us/zoning/buildingpermits](http://www.co.sherburne.mn.us/zoning/buildingpermits) or contact our office at 763-765-4450 to determine what needs to be included with your permit.



*This document is intended to assist our customers in answering frequent questions about permit requirements in Sherburne County. Please note that this guide is only a summary and not intended as a legal authority on specific permit requirements.*

Questions?

Contact us at [\(763\) 765-4450](tel:763-765-4450) or [zoning@co.sherburne.mn.us](mailto:zoning@co.sherburne.mn.us)

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## 6. What prerequisites are required in order to apply?

Most building permits require a current septic compliance. These inspections are valid for 10 years and must be performed by a state licensed septic professional. Contact our office or [www.co.sherburne.mn.us](http://www.co.sherburne.mn.us) for a list of local septic professionals.



## 7. How long does it take for a permit to be issued?

Issuing a building permit is generally done within 15 business days after a complete application has been submitted. Permit review times vary, depending on the time of year and whether all the required information is submitted with the application. Summer months are generally busier which results in longer permit issuance times.

## 8. Do I have to come back and pick up my approved permit?

Yes, the permit can be picked up at the Planning and Zoning office. The permit must also be paid for when it is picked up. Please note that our office is only able to accept cash or check payment.

## 9. How long is my building permit good for?

Construction must start within 180 days of the permit issuance date. Permits are valid for 6 months and can be extended provided progress is being made.

## 10. Do I need a permit for a fence and how close to the property can it be built?

A permit is not required for a fence under 7 feet in height. If the fence exceeds 7 feet in height, designs from a professional engineer must be supplied with the permit. A fence can be erected up to a property line, but it cannot not encroach on the neighboring property. No fences are allowed inside the building setback to a lake, cannot infringe upon the view of a waterbody, and must not be placed in the road right-of-way.

## 11. How do I contact an electrical inspector?

Contact the Inspector from the Department of Labor and Industry at: (320) 743-3149 or [www.dli.mn.gov](http://www.dli.mn.gov) (Call between 7:00 - 8:30 a.m.)

## 12. What are the required setbacks?

Setbacks differ depending on the zoning of each parcel and the type of road, lake, or waterbody that the property fronts on. Because there are so many variables, we advise our residents to contact the Planning and Zoning office to determine the required setbacks that pertain to a particular property. Setbacks can also be found in our County Ordinances available on our website.

## 13. Is my lot buildable?

There are many requirements that need to be met in order for a lot to be buildable. Depth to water table for the low floor elevation, setbacks requirements, septic regulations, well placement, and zoning are just a few of the items that need to be verified. Environmental considerations that also need to be reviewed include; wetland, shoreland, and floodplain regulations. The County cannot tell prospective or current owners of a property if a lot is buildable. It is up to the owner to complete their due diligence to determine if all requirements can be met.

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