

# CITY OF HAM LAKE

15544 Central Avenue NE, Ham Lake, MN 55304  
(763) 235-1691 bldgdept@ci.ham-lake.mn.us

***FOR BUILDING INSPECTIONS PLEASE CALL 763-235-1691  
(PLEASE SCHEDULE INSPECTIONS A MINIMUM OF 24-HOURS AHEAD)  
FOR ELECTRICAL INSPECTIONS CALL 763-607-2583***

**OFFICE HOURS: Monday - Thursday 7:00 am to 4:30 pm  
Friday 7:00 am to 11:00 am**

**To obtain a residential building permit the following must be submitted: 2 sets of blue prints, mechanical code compliance worksheets, survey, copy of state license certificate, septic design/soil borings, list of contractors, and energy calculations. Residential Building Permit Fees are calculated by the Building Inspector.**

**State Contractors Licenses are required for the following: General Residential Contractors, Plumbing Contractors, Septic Contractors, Well Contractors and Electrical Contractors. A copy of the State License Certificate is to be submitted to the City of Ham Lake.**

**City Contractors Licenses are required for the following: Commercial contractors, heating contractors and other general contractors. To obtain a City of Ham Lake Contractors License an application form, a Certificate of Insurance, and a \$50.00 License Fee must be submitted.**

**Electrical Permits are issued through the State of Minnesota.**

**Heating, Septic and Plumbing Permits are required separate from the Building Permit and their fees are as follow:**

- **Plumbing:**
  - Per opening  
(including rough-ins)                      \$ 10.00 (\$60.00 minimum)
    - Plus State Surcharge: \$1.00 per permit
- **Septic:**
  - Trenches, beds, etc.                      \$150.00
  - Mound, at grades, etc.                      \$150.00
  - Performance Systems                      \$200.00 (\$10.00 annual renewal fee)
    - Plus State Surcharge: \$1.00 per permit
- **Heating & Air Conditioning (cost per unit):**
  - Residential Heating                      \$60.00
  - Residential A/C                      \$60.00
  - Air to Air Exchanger                      \$60.00
  - Solid Fuel Fireplace                      \$60.00
  - Fireplace                      \$60.00
    - Plus State Surcharge: \$1.00 Permit

# CITY OF HAM LAKE

## BUILDING PERMIT REQUIREMENTS

When applying for a building permit for new construction the following information is required. *If any portion is missing, the City will not accept your application:*

The Following are to be submitted:

- Survey/Plot Plan (2 copies) additional survey requirements are attached.
- Soil Borings, Pere Test and Septic Design (2 copies) to meet plan as submitted including future bedrooms.
- Energy Calculations (1 copy), showing exterior envelope criteria.
- Mechanical energy code compliance worksheet (1 copy).
- Blueprints (2 copies) showing the structural design of the building (one approved copy to be returned to the applicant).
- Copy of State Contractors License (1 copy unless current copy is on file).
- List of Contractors (1 copy).

The following inspections are required, some of these may be grouped together:

- Footing
  - Foundation
  - Heating (Rough-In/Final)
  - Plumbing (Rough-In/Final)
  - Gas Line Air Test
  - Fireplace (Rough-In/Final)
  - Framing
  - Sheathing
  - Insulation
  - Sheetrock
  - Septic (Per System Type)
  - Electrical (Rough-In/Final)
  - Final
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- All contractors are required to be licensed by the City and carry liability insurance or a copy of State Contractors License must be submitted.
  - All electrical work requires a permit and inspection by the State Electrical Inspector - Levi Stoy 763-607-2583 or [Levistoy@gmail.com](mailto:Levistoy@gmail.com)
  - Separate permits are required other than the building permit for mechanical, plumbing, septic and fireplace installations.

# **CITY OF HAM LAKE SURVEY REQUIREMENTS**

**The following information will be required on all surveys in platted subdivisions:**

- 1. The primary and secondary ISTS area must be shown per the approved grading plan.**
- 2. Show the location and elevations of the four certified borings within the 7,500 square foot area as per the approved grading plan.**
- 3. Show the location and elevations of the borings that the septic designer used to determine the design.**
- 4. A boring log referencing the above information and its depth to mottled or unsuitable soils.**
- 5. Showing measured setbacks from street, sideyard and rear of structure, and any existing structures.**

**NOTE: If and when the location of the building pad and/or ISTS differs from the approved grading plan, an application for such request is to be filled out and a fee of \$300.00 (non-refundable) must be paid prior to receiving a building permit.**

**12/2017**