

CITY OF HAM LAKE

15544 Central Avenue NE, Ham Lake, MN 55304
(763) 235-1691 FAX (763) 235-1697

**FOR BUILDING INSPECTIONS PLEASE CALL 763-235-1691
(PLEASE SCHEDULE INSPECTIONS A MINIMUM OF 24-HOURS AHEAD)
FOR ELECTRICAL INSPECTIONS CALL 763-421-2360 Monday -Friday from 7am to 8:30am**

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

BUILDING OFFICIAL HOURS: Monday – Thursday 8:00 am to 3:30 p.m.

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

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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, Perc 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 – Andy Sloth 763-421-2360 Monday through Friday 7:00 am to 8:30 am. www.slothinspections.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