

PERMIT PROCEDURE

If your property is located in a Shoreland District, or if you are not sure, contact Stearns County Environmental Services at (320)656-3613 to obtain a Construction Site Permit (if applicable).

If you are not located in a Shoreland District contact Nancy Scott at AllSpec Services, LLC at (320)293-5298 to discuss/determine the zoning requirements for your project and obtain zoning approval for your project.

Once all zoning matters have been addressed for your project you will need to complete and submit the Building Permit Application and any applicable submittal documents.

The Building Official will review the building permit application. All plans required to be submitted to illustrate and support the construction will be reviewed for compliance with the latest adopted edition of the Building Code.

For all new single family dwellings or additions in a critical area, applicant shall stake the location of the house and the driveway entrance and then call for a site inspection.

The building permit will be issued after approval of the plans by the Building Official.

The Building Official will place the record of zoning action if required, and the plan review comments on file and issue the permit. The permit is valid upon receipt of permit fees. The permit and inspection record card along with the applicant's job copy of the approved plans will be delivered to the applicant after receipt of all associated fees.