

City of Dexter
Planning Zoning and Building Commission
P.O. Box 208
Dexter, MN 55926
(507) 584-6821

Thank you for applying to the City of Dexter for a building permit. By reading this you have already taken the first step toward protecting the outcome and investment value of your construction project. The following information describes simple steps you can take to obtain a building permit.

What is a Building Permit?

A building permit gives you legal permission to start construction of a building project in accordance with approved drawing and specifications.

When Do You Need a Building Permit?

Permits are required for the following:

- New buildings
- Additions (bedrooms, bathrooms, family rooms, etc.)
- Garages, fences, decks, patios, or storage sheds.

If you are unsure if your project needs a building permit ask the Planning, Zoning and Building Commission or the city clerk.

The Permit Process:

- Submit completed application along with required information (plans, plat of survey, proof of ownership) to the city clerk.
- The Planning, Zoning and Building Commission will review your plans and determine if your project is in compliance with local requirements.
- Upon approval of the Commission, your application will be forwarded to the Dexter City Council.
- The Council will review the project at a regular scheduled meeting and based upon information gathered by the Commission, will make the final decision as to whether or not your application will be approved for a permit.
- Once a permit is granted, permitting work may begin.
- An approved permit is valid for a period of 180 days and will pertain precisely to the information approved in the application.

This process must be followed completely for each application received. Allow 45 (+-) days for approval of a permit.

Follow-up:

On-site inspections may be required to make certain the work conforms to the permit, local codes and plans. The code official (or member of the commission) will let you know approximately how many inspections may be needed for your project. Usually, a one- or two-day notice is needed when requesting visits.

Contact the city clerk or a member of the Commission for any questions you may have concerning the application process.

City of Dexter Permit Application

Please submit the following information:

- Official Plan and Plat of Survey
- Proof of ownership of property (copy of deed or most recent tax statement)
- Permit Fee – See Clerk for amount
- Water & Sewer Hook-up fee – See Clerk for amount

1. Date: _____

2. Physical Street Address: _____

3. Legal Description: Lot # _____ Block # _____ Addition _____

4. Owner's Name: _____
 - a. Mailing Address: _____
 - b. Telephone: _____

5. General Contractor's Name: _____
 - a. Address: _____
 - b. Telephone: _____ Cell: _____
 - c. State License # _____

6. Other Contractor's Information needed:
 - a. Plumber's Name: _____ License # _____
Telephone #: _____ Cell #: _____
 - b. Electrician's Name: _____ License # _____
Telephone #: _____ Cell #: _____
 - c. Excavator's Name: _____ License # _____
Telephone #: _____ Cell #: _____

7. **Type of Construction** _____ New _____ Addition _____ Alternation
_____ Demolition _____ Move _____ Deck _____ Single Family
_____ Multi-Family _____ Commercial _____ Industrial
_____ Mobil Home

8. **Description of work to be done:** _____

9. **Estimated Value (labor + materials) of Construction:** \$ _____

Plot Plan

1. Set Backs: Front Yard _____ Rear Yard _____ Side Yard _____
2. Width (ft) _____ Length (ft) _____ Height (ft) _____
3. Total Square Feet _____ Site Area _____ (sq ft)
4. Area of site occupied by building _____ (sq ft)

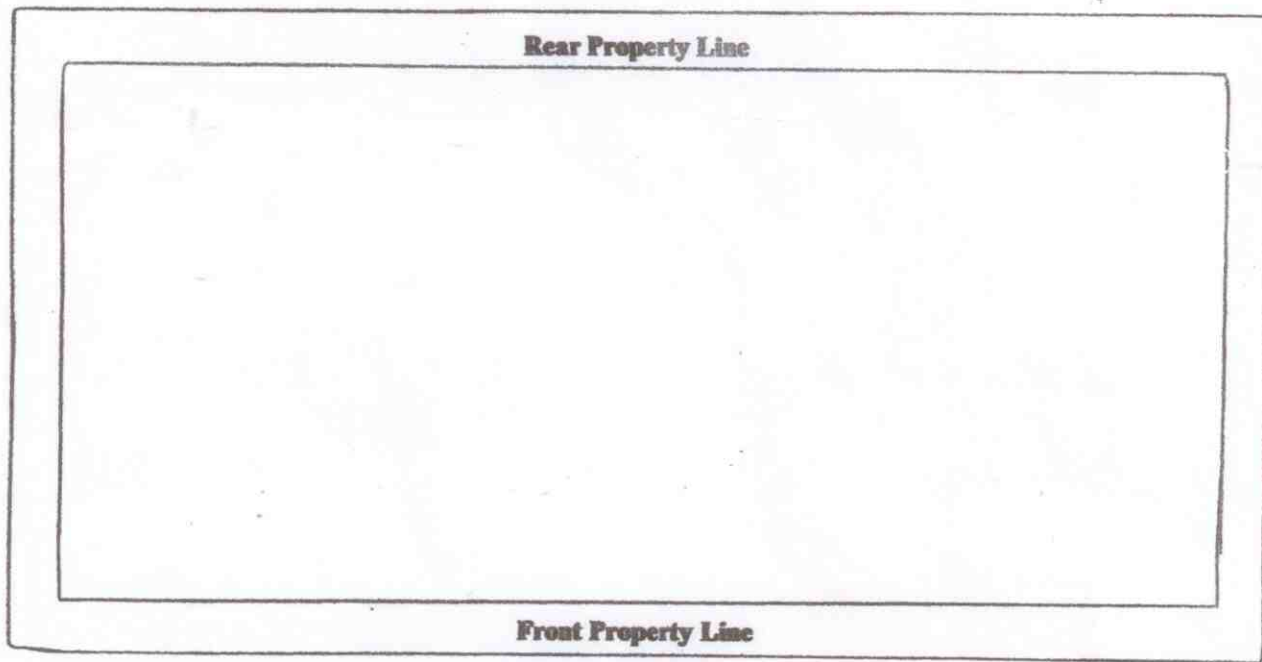
I declare that I am the Owner, or authorized agent of the owner of the above described property and I agree to construct the building or use herein described in accordance with the regulations and ordinances that govern said improvement within the City of Dexter and that the information contained on this permit is a true and correct statement of my intentions.

Applicant's signature _____ **Date** _____

Illustration of Project

Provide the following information in the space below:

1. Location of proposed construction and existing structures
2. Show buildings and setback dimensions
 - a. How far the new building will be away from the front yard property line
 - b. How far away the new building will be from side property lines
 - c. How far away the new building will be from the rear property line
 - d. How far the new structure will be away from existing structures
3. Show easements
4. Indicate whether property is a corner lot
5. Show Street and avenue locations
6. Show front setbacks of existing adjoining, or nearest housing
7. Minimum setbacks are: See attached information. Setbacks may vary due to existing setbacks of adjoining properties.



Street