



APPLICATION INSTRUCTIONS
Residential Remodeling (Exterior or Interior)
Building Permit

This instruction sheet explains application requirements for remodels (interior or exterior) to residential structures. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available on the township website or from the town clerk. If you are unsure whether a structure or project requires a permit, contact the Eureka Town Clerk at 952-469-3736 or eurekatn@frontiernet.net.

To simplify the process for obtaining permits for simple remodeling or repair projects, the township has adopted the following policy:

1. The town clerk will review applications as soon as they are received. Incomplete applications will be returned within 15 days, and must be resubmitted.
2. The clerk will determine whether the project requires planning commission and town board review. Generally remodeling and repair projects do not require such review unless they enlarge the building, move or extend the outside dimensions of the building, or change the land use or occupancy of the building.
3. If the clerk **determines the permit application is complete and does not require planning commission and town board review**, the clerk may approve the permit, and applicants need not appear before the planning commission or town board. The clerk will forward the application to the township building inspector, who will issue a permit per his usual procedure. Once a permit has been issued, applicants can obtain their permit from the town clerk after paying the appropriate permit fees. No work shall begin on the project until the applicant has paid for and obtained the proper permits.
4. If the clerk **determine the permit application does require planning commission and town board review**, then the application will be forwarded to the planning commission per the township's standard procedures for reviewing permits; in such cases, the applicant must appear before the planning commission and town board. No work shall begin on the project until the proper permits have been obtained.

General Requirements

Residential additions or remodels are governed by Eureka Township Ordinance 3, Chapters 1–4, and the Minnesota State Building Code. You can get a copy of the Eureka Zoning Ordinance and applicable state building codes from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

In general, building permits are required for (1) the construction, reconstruction, or alteration of a residential structure where the cost of such work exceeds five hundred (\$500.00) dollars; (2) any repairs or remodels that involve the cutting away of any wall, partition, or portion of a wall or partition, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; (3) any project to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment regulated by the Minnesota State Building Code; (4) moving or changing the occupancy of a building or structure in the township.



Documents Required for a Complete Application

To be considered complete, an application for a new residential structure, residential addition or remodel, or residential accessory building requires all of the following, unless waived by the Zoning Administrator:

1. Completed "Building Permit Application" form.
2. Application fee as set forth in Eureka Township Ordinance 7.
3. Proof of Ownership. Parcel ID will be used for verification of ownership; conflicts must be resolved with a proper deed.
4. Two (2) copies of a site plan (see "Building Permit, Land Use, and Zoning Procedures" handout for a list of site plan requirements).
5. Two (2) sets of building plans. These should be complete and detailed plans showing floor plans for all floors including basement, as well as front, rear, and side elevation, drawn to scale, together with plans showing location of the well, drainage, and sewer systems.
6. Two (2) sets of onsite sewage system plans created by a Minnesota-licensed sewage system designer (if applicable).

In addition, other permits may be required as follows:

- For new driveways that front on a county road, a permit is required from the Dakota County Highway Department.
- If the land parcel is located in the Dakota County Shoreland Zoning area, a Shoreland permit is required from the Dakota County Planning Department.
- If the land parcel is located in the North Cannon River Watershed District, a storm water permit may be required by Eureka Township.