

**APPLICATION INSTRUCTIONS****Residential Structure, Accessory Building, and Addition/Remodel Building Permit**

This instruction sheet explains application requirements for new residential structures, additions or remodels to residential structures, and residential accessory buildings such as pole sheds and garages. 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.

General Requirements

Single-family residential structures (including manufactured homes), residential additions or remodels, and residential accessory buildings 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) the construction of detached residential accessory structures that exceed 120 square feet, whether temporary or permanent; or (5) moving or changing the occupancy of a building or structure in the township.

General requirements for residential structures and accessory buildings are as follows:

1. The dwelling units shall be located on a separately conveyed parcel which shall equal or exceed two (2) acres.
2. The parcel on which a dwelling is located shall have at least 33 feet of frontage along a public road.
3. All residential structures shall have the following minimum square feet of livable floor area, excluding the basement:
 - a. Single level home—960 square feet;
 - b. Multi or split level home—1,248 square feet;
4. All residential structures, except earth-sheltered, shall have a minimum width of 24 feet and a minimum length of 26 feet.
5. All residences must have a garage of at least 22 feet x 22 feet.
6. The driveway serving a parcel shall be separated from adjacent driveways on the same side of the road by the following distances:
 - a. Township road—100 feet;
 - b. County/State road per regulations of County and State as appropriate.
 - c. Minimum distance from the intersection of two or more of the above is 300 feet.
 - d. County Highway Department permit required to install a driveway on County road.
7. All structures shall be set back as follows:
 - a. Lot width—250 feet at the dwelling
 - b. Side yard setbacks for structures—30 feet



- c. Rear yard setbacks for structures—30 feet
 - d. Township road—100 feet from centerline
 - e. County/State road—110 feet from centerline
8. All dwellings shall be separated by at least 250 feet from the nearest farm building; however this restriction shall not apply where the dwelling and the farm building are in common ownership.
 9. All septic tanks shall be placed not less than ten (10) feet from the property line of adjoining private property. These tanks shall be not less than fifty (50) feet from any source of domestic water supply. The tank shall be located not less than ten (10) feet from the foundation of any building.

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) copies of a certificate of survey of the lot or tract of land on which the structure will be located, prepared and signed by a Minnesota-licensed land surveyor. The survey shall include (a) the legal description of the lot, (b) lot lines, and (c) the size of the lot. (*NOTE: Required only for new residential structures.*)
6. 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.
7. Two (2) sets of onsite sewage system plans created by a Minnesota-licensed sewage system designer (if applicable).

In addition, other permits or approvals may be required as follows:

- If a lot split or building right cluster is involved, approval for such must be obtained from the town board **and** recorded with the Dakota County Treasurer-Auditor's Office and the Dakota County Recorder's (Property Records) Office **before** a building permit may be applied for. A property identification number (PIN) from the Treasurer-Auditor's Office (assigned within 1–2 weeks) and a receipt from the County Recorder's Office are required as proof that the documents have been recorded.
- 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.