# STEPS TO OBTAIN A BUILDING PERMIT IN LE SAUK TOWNSHIP

If your construction project will take place within shoreland, (300 feet of a river or 1000 feet of a lake) please contact a Town Board Official for the requirements to obtain a building permit. The Contact page on our website lists their contact information.

In order to obtain a building permit to construct a new home within the Township, a septic site permit must first be obtained from Stearns County Environmental Services. Contact at 320-656-3613.

**Do I need a building permit?** Common projects which require a building permit: Homes, Accessory buildings greater than 200 sq. ft., lower-level finishing, home additions/remodels, decks greater than 30" above grade or attached to a structure, re-siding, re-roofing, swimming pools greater than 24" deep or 5000 gallons.

**Obtaining a building permit from Le Sauk Township:**

1. Refer to the Township zoning map to determine the zoning district which the property is located within, and view the Le Sauk Township Zoning Ordinance for requirements specific to the district. Contact a Township official if you have questions or need guidance. The Zoning Ordinance can be viewed from the Township website. Remodeling or work on or within an existing home or building that does not alter outside dimensions of the structure generally does not require a site plan and zoning review. You may contact the building inspector immediately with your plans and permit application to obtain the permit. Be aware that re-roofing/siding projects on residential properties that have a home and accessory buildings will require the exterior finishes on all buildings to be of like kind and color. Utility buildings as defined by the ordinance are exempt from this requirement.
2. Download and complete the building permit application from the Township website.
3. Develop a site plan for the proposed construction on the property. A site plan can be hand-drawn as long as dimensions are clearly displayed. Please include the following information:

    - Parcel number or property address.
    - Basic top-down drawing or sketch of the property.
    - Property boundary dimensions.
    - Location and dimensions of all buildings currently on the property.
    - Location and dimensions of all impervious surfaces such as asphalt or concrete driveways, sidewalks, patios, sport courts, etc. on the property.
    - Location and dimensions of proposed construction on the property.
    - Location of proposed or existing septic systems on the property.
    - Location of proposed or existing wells on the property.

    **Note: It is highly recommended that a property survey is completed to identify or verify the boundaries of the property prior to locating structures on the property. The property owner is ultimately responsible to ensure structures comply with setback requirements specified in the zoning ordinance.**

4. Submit site plan and construction drawings to the Township Board for site plan review. This information can be mailed/emailed to the Clerk, any Supervisor, or brought in person during a Township Board meeting open forum. It's preferred that you attend a meeting to discuss the site plan in case there are questions or incomplete information was provided. Township Supervisors will review the site plan to ensure zoning compliance and notify the building inspector so the next step of obtaining the building permit can proceed.
5. Building permits are issued by the Township Building Inspector, David Barsody. Contact David directly to submit your building plan and permit application after the site plan and zoning approval is complete. Drawing and detailed plan requirements may vary depending on the nature of the project. Mr. Barsody will inform you what is required for your specific project. Mr. Barsody will review the plans and issue a building permit after the appropriate plan information is received, the building permit application is complete, and payment has been received. Checks should be made payable to Le Sauk Township.

**Building Inspector Contact:**
Inspection Services of Central Minnesota, Inc. David Barsody (320) 532-3629 email: david@insp-services.com
Informational handouts with guidelines and general codes for many common construction projects are available for download at: www.insp-services.com