

MOVE-IN STRUCTURES

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturers' installation specifications for each product.
- A building permit is required **IN ADVANCE** of moving a structure onto a lot, including, but not limited to, houses, detached garages, sheds and similar structures over 200 square feet.



MN Rules, Chapter 1300.0220 Subp. 4 Moved buildings: Buildings or structures moved into or within a jurisdiction **shall comply with the provisions of the code for new buildings or structures.**

Exception: A. Buildings designed to comply with Chapter 1311: or B. A residential building relocated within or into a municipality need not comply with the Minnesota Energy Code or Minnesota Statutes, 326B.439.

- A permit is not required by a municipality for a structure being moved **OUT** of its jurisdiction; however, if the structure has a foundation, a permit is required for the foundation's demolition.
- **All structures must be inspected prior to moving into the jurisdiction OR from one location to another within the jurisdiction.** This pre-move inspection will be performed for the fee listed in the municipality's Fee Schedule (the pre-move fee is in addition to the permit fee). The inspection provides the applicant with a general list of items that will need to be corrected in order to comply with the building code. If the applicant decides to proceed with the move, these items must be incorporated into a building permit, and must then pass the required inspections in order for the permit to be closed and a certificate of occupancy to be issued for the structure (if applicable).
- **Additional permits are required for any electrical, mechanical, and/or plumbing work.**

BUILDING Permit Submittal shall include:

- Building Permit Application**, completed in its entirety, including signature and valuation.
- A site plan (or Certificate of Survey** if required by municipality) drawn to scale and dimensioned, identifying lot size; property lines including any easements; building size(s) for all structures on the property; set-backs of the structure to the property lines and other structures on the site; existing and proposed elevations of the area where the home is to be installed; and grading and drainage plans for the site. **Check with your municipality to determine setback requirements for the property.**
- A plan** drawn to scale showing the proposed design, including:
 - Proposed floor plan design including dimensions
 - Existing floor plan overview
 - A list of construction materials to be used and where the listed materials will be located
 - A description of the plumbing fixtures to be used and their locations.
 - A description of any changes to existing heating, ventilation or air conditioning and their locations.
- Additional information may be required by the plan reviewer.

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:

POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

INSPECTION REQUIREMENTS:

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **Office Hours:** Monday - Friday • 8:00 a.m. - 4:30 p.m.
- **Phone:** (952) 442-7520 or (888) 446-1801

Inspections: (Refer to your permit card regarding project-specific inspections)

- **Pre-Move:** This inspection takes place prior to moving the structure. The purpose of the inspection is to determine any areas that will need to be corrected in order to bring the structure into compliance with the current building code. (There is a separate fee for this inspection. Check with your municipality office or call us at 952-442-7520 to determine the fee.)
- **Footings:** After forms and reinforcing are in place, but **PRIOR TO POURING CONCRETE.**
- **Poured Wall:** After forms and reinforcing are in place; but **PRIOR TO POURING CONCRETE.**
- **Foundation/pre-backfill:** **PRIOR TO BACKFILLING** around the foundation. Exterior drainage system, waterproofing, exterior insulation and wall bracing must be in place.
- **Plumbing rough-in:** New or altered underground plumbing pipes must be inspected before covering with dirt or concrete; above ground vent and waste pipes must be inspected and air tested before wall covering is applied.
- **Mechanical (HVAC) rough-in:** Ducts and pipes used to convey the source of heat throughout the finished area must be accessible and exposed. A gas line test will need to be performed.
- **Electrical rough-in:** Electrical work must be inspected before installing insulation, sheet-rock, paneling, or any work concealing electrical wiring. Underground wiring must be inspected before the trench is back-filled. Except for the final connection to switches, receptacles, and lighting fixtures, all ground wires and other wires in boxes must be spliced and pigtailed.
- **Framing:** Framing is inspected after the interior partitions and any fire blocking and bracing are in place; sprinkler, mechanical, electrical, and plumbing systems are in place; and the rough-in inspections have been approved.
- **Insulation:** This inspection is performed after the insulation and the interior vapor barrier are in place and fully taped.
- **Final Inspections** for plumbing, HVAC, sprinklers and electrical work must be performed before the wiring/plumbing/mechanical equipment is utilized, and before the building final inspection.
- **Final:** All life safety items must be complete, including smoke and carbon monoxide alarms, before the final inspection will be signed off. The building may not be occupied prior to the final inspection approval.
- **Additional Inspections** may be required on items that were brought into compliance with the current building code.

NOTICE: Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved.** It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a **reinspection fee may apply.**

Note: The State of Minnesota requires all residential building contractors, remodelers, roofers, plumbers, and electricians to obtain a state license, unless they qualify for a specific exemption. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit will be issued.

Note: To determine contractor requirements, or to check the licensing status of a contractor, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

Note: For specific code requirements, contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: info@mnspect.com.

