



Castle Rock Township

Since 1858

Dakota County, Minnesota

2537 240th Street West, Farmington, MN 55024 castlerocktownship.com

Building Permit Checklist

Parcel Identification Number:	
Applicant Name:	Applicant Phone Number:
Applicant Address:	Applicant Email Address:
Fee Owner:	
Date Requested:	

	PROCESS for NEW BUILDING PERMIT:	Date Done
	Applicant Must Sign & Submit Building Permit Application Form to Township Clerk	
	Request to get on the Planning Commission Agenda, Meeting Date: _____ <ul style="list-style-type: none"> ○ Submit signed and completed building permit application ○ Submit Site Plan illustrating building dimensions, lot lines, setbacks, septic and well location (see attached example) ○ Submit 2 sets of Structural Building Plans: floor plans, elevations, along with construction details ○ All Building Plans are to be Engineered or Architectural drawing for all New Homes, Garages and Accessory Buildings NEW CONSTRUCTION REQUIREMENTS: <ul style="list-style-type: none"> ▪ Septic Design and Septic Permit ▪ New Construction Energy Code Compliance Certificate ▪ New Construction Ventilation, Make Up and Combustion Air Calculations Submittal Form ▪ New Construction Energy Code Lighting Schedule (can be deferred submittal) ▪ Erosion Control Plan 	
	Planning Commission makes recommendations to be submitted to Inspectron	
	Building Permit and Plans are submitted to Inspectron <ul style="list-style-type: none"> • Inspectron marks up plans and returns to Township before Board of Supervisor Meeting 	
	Request to get on the Board of Supervisors Agenda, Meeting Date: _____ <ul style="list-style-type: none"> • Bring completed building permit application and all applicable documentation if not already submitted 	
	Board of Supervisors review application and marked up Plans <ul style="list-style-type: none"> • Once approved, Applicant works with Inspectron throughout remainder of permit process 	
	Inspectron will complete Plan Review to confirm Zoning and Building Code compliance. This could take up to 10 working days.	
	When Plan Review is complete Inspectron delivers permit to Township.	
	Township notifies Applicant of fees and schedules pick up time.	
	Separate permits are required for plumbing, heating, fireplace installation, electrical work & installation of septic system.	
	Electrical permits are obtained through the State Board of Electricity (http://www.electricity.state.mn.us or 651-284-5064)	
	**Permit expires if work is not started within 180 days of the permit approval date.	



Site Plan Example

The site plan can be hand drawn but must provide enough detail to insure that the project meets the particular City or Township's Zoning Ordinance. A complete site plan helps the plan review process go smoothly. If the site plan is not complete, the application process may be held up. At a minimum a site plan should show:

- Lot dimensions, address of property, property owner name
- Location and size of the existing structure(s) on the property
- Location and size of the proposed structure and distances to existing structures
- Show setback distances from the rear, side and front property lines or draw plan to scale and include scale.
- Driveway location
- Location of and distance to ponds, lakes, streams or river if any
- Distances from the septic drain-field, septic tank and well if applicable
- Location of and distance to any public right of way or easement

