City of Rockville
Building Permit Packet

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Dear Applicant,

We are pleased to introduce to you **INSPECTRON INC.**, the inspection agency performing plan review and construction inspections for the City of Rockville.

All projects that create a new structure or change the foot print or roof line of an existing structure are required to have a plan submitted for review prior to issuance of a building permit. A complete plan will include all information requested in the **Building Permit Application Packet** obtained from Inspectron, Inc. These plans will be reviewed for compliance with local ordinances and the Building Code. When approved these plans will be the basis of permit issuance and inspection.

For your convenience the inspectors can be reached from 8:00 a.m. to 4:30 p.m. Monday through Friday at 1-800-322-6153. All inspections will be performed within 24 hours of the time requested and all inspections **must have a 24 hour advanced notice.**

Inspectron Inc. is located at:

Inspectron Inc.
15120 Chippendale Ave.
Suite 202
Rosemount, MN 55068

We invite your written comments and questions about the services we provide to you. Please let us know what we do right or wrong.

Sincerely,

Ron Wasmund
Building Official

SUBMITTAL REQUIREMENTS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

(This list should serve as a checklist for permit applicant)

- ☐ I A completed building permit application

- ☐ II Three sets of complete plans and specs, including:
  A. Floor plan (showing relationship to existing structure if alteration or addition)
  B. Exterior elevations (if changing)
  C. Wall cross section (multiple if needed to illustrate engineered bearing points)
  D. Sizes of framing members, posts, beams and direction of run
  E. Manufactured truss design engineering certification.
  F. Smoke and CO detector locations

- ☐ III Survey or Site Plan

- ☐ IV Energy calculations on forms provided by the Building Official or equal

- ☐ V Plat approval from the City if it is a newly created lot.

- ☐ VI Variance approval from the City (only if needed)

- ☐ VII Proof of state contractor license or state exemption

- ☐ VIII Grading and erosion control plan approval if more than 50 cyds of soil is disturbed or hauled in.

SURVEY/SITE PLAN REQUIREMENTS

(This list should serve as a checklist for the permit applicant)

- ☐ I. Property lines showing monument locations. A Registered Land Surveyor must prepare the survey for a new, subdivided or redeveloped lot. The owner may prepare the site plans for building additions, including detached accessory structures if two or more monuments are located or in the opinion of the Building Official that property location is not critical.
- ☐ II. Scale of drawing
- ☐ III. Lot and block number or PID
- ☐ IV. Dimensions of lot including square footage and north arrow
- ☐ V. Dimension of front, rear, side yards (From property line to structure)
- ☐ VI. Locations of all existing buildings on the lot
- ☐ VII. Location of proposed building/addition
- ☐ VIII Location of all easements as shown on record plats
- ☐ IX Placement and method of erosion control

Instructions for Scheduling Inspections

All inspections must be scheduled a minimum of 24 hours in advance.

Inspections **MUST** be scheduled by talking to a live person. No inspections will be scheduled by a message left on the answering machine.

Inspections can be scheduled by calling the office at 651-322-6626.

Unless we are tied up in a meeting we will return your call within 15 minutes.

All inspections will be performed within 24 hours of the time requested.

Provide us with the permit number, address of the site and inspection type when requesting an inspection.

Permit Procedure

PERMIT APPLICATION

The applicant shall pick up a Building Permit Application Packet from the City or Building Official. The Building Application Packet (Packet) shall include:

- Building Permit Application
- Submittal Requirements for Obtaining a Permit
- Survey/Site Plan Requirements
- Name and Phone Number of Building Inspector
- Instructions for Scheduling Inspections

The applicant shall submit the completed application package to the City. The City will review the package for completeness and notify the applicant if additional information is required prior to acceptance of the application.

All required zoning action must be complete and approved before a building permit will be issued.

The Building Official will review the building permit application. All plans required to be submitted to illustrate and support the construction will be reviewed for compliance with the latest adopted edition of the Building Code. Type written plan review comments will be provided for all plans reviewed.

The building permit can be issued after final acceptance of the plans by the Building Official.

The Building Official will place the record of zoning action if required, and the plan review comments on file and issue the permit upon receipt of permit fees. The permit and inspection record card along with the applicant's job copy of the approved plans will be delivered to the applicant by picking them up at City Hall.

PLAN REVIEW

The Building Official shall perform a review of the plans for compliance with the latest adopted edition of the State Building Code. The average standard time for a residential plan review will be 5 to 10 business days. This time may vary depending on the completeness of the submittal and the complexity of the project. No plan review will be performed on an incomplete submittal.

Upon completion of the plan review the Building Official shall provide the Applicant a copy of the plan review comments in a plan review letter. The issuance of a building

permit will be conditional on the applicant's compliance with the plan review comments. When necessary the applicant and the building official shall arrange a meeting to review the comments.

INSPECTIONS

The applicant shall be responsible for scheduling all required inspections with the Building Official. The required inspections will be identified on the Inspection Record Card provided with the Building Permit. **Examples** of the required residential inspections include but are not limited to:

Footings -	When forms are set but before concrete is placed.
Foundation -	After walls, insulation, and dampproofing are in place but before backfilling.
Framing -	After plumbing, heating and electrical systems are roughed in but before insulation.
Insulation -	After insulation and vapor barrier are in place but before sheetrock is started.
Sheetrock -	Only sheetrock required to be fire rated such as garage side of common wall. Prior to issuance of Certificate of Occupancy.
Final -	When structure is ready for Certificate of Occupancy. All work is complete and final electrical inspection has been made but before any occupancy.

A 24 hour notice is required and shall be provided for all inspections. All inspections will be performed within 24 hours of the time requested. A re-inspection fee will be assessed for each requested inspection that is not ready at the agreed upon time.

The inspector shall complete an inspection report for every inspection performed with one copy to Applicant. One copy will be retained for Inspectron Inc. files.

CERTIFICATE OF OCCUPANCY

A certificate of occupancy will be issued for every new or structurally altered building. A copy will be provided to the Applicant, and the City. Inspectron Inc. will retain one copy.

No use or habitation of the new or structurally altered building will be permitted without the certificate of occupancy.