

CITY OF WALKER
PROCEDURE AND DATA REQUIRED FOR OBTAINING BUILDING PERMITS

Permits will be issued at the Walker City Hall after submission of the required data listed below:

1. APPLICATION FOR PERMIT – All construction, commercial remodeling, and/or demolition projects within the City of Walker require a permit.
2. PROOF OF OWNERSHIP OR WRITTEN CONSENT OF LEGAL OWNER.
3. CERTIFICATE OF SURVEY FOR ALL NEW RESIDENTIAL, COMMERCIAL, INDUSTRIAL, OR INSTITUTIONAL BUILDING, PREPARED BY A REGISTERED LAND SURVEYOR, SHOWING:
 - a. Legal description of property
 - b. Scale (for example) 1 inch = 20 feet
 - c. North arrow
 - d. Location of iron monuments
 - e. Proposed and existing structures
 - f. Dimensions of structures
 - g. Setback distances to all property lines from proposed/existing structures
 - h. Impervious Surface Calculations
 - i. Arrows showing surface drainage patterns
 - j. Street right-of-way location
 - k. Proposed location and width of driveway
 - l. All measurements to be the tenth of a foot (i.e.; 32.6)
 - m. If abutting a water body or outlet, show elevation of respective water body and low floor elevation
 - n. Type of building (i.e.; split level, walkout, rambler)
 - o. Date of survey
 - p. Surveyor's signature
 - q. Surveyor's registration number in the State of Minnesota
4. The following residential (R, LDR, MFR) performance standards are established by the City: Sec. 109-150. (please ask Staff for a copy of these standards)

The following commercial/industrial (CBD, TC, GC, WC, I) performance standards are established by the City: Sec. 109-151. (please ask Staff for a copy of these standards)

5. REVIEW AND SIGN OFF BY ZONING ADMINISTRATOR FOR ZONING COMPLIANCE (to determine if proposed setbacks are appropriate and if Variance, Conditional Use Permit, Rezoning, etc. is necessary). If Planning Public Hearing is necessary, the Planning Commission application must be filed by the scheduled calendar date.

6. DRIVEWAY PERMITS – All applications for structures which require driveway access or involve a change in use of an existing access to a state or county highway must be accompanied by an access permit issued by that highway dept.

ALL new driveways must comply with Sec. 109-164; Driveways, in general.
(please ask Staff for a copy of these standards)

7. APPROVED BUILDING PLANS (2 COPIES) SHOWING THE FOLLOWING:

- a. Foundation Plan
- b. Floor Plan
- c. Roof Plan
- d. Elevations
- e. Sections and Details

8. PLAN REVIEW – Required for governmental, commercial, industrial and residential buildings. Fee for review of plans, specifications and related documents is 65% of building permit fee.

9. REQUIRED BUILDING INSPECTIONS – MUST BE SCHEDULED WITH BUILDING OFFICIAL

- a. Site Inspection
- b. Footing Inspection
- c. Framing Inspection
- d. Insulation Inspection
- e. Interior Sheeting Inspection
- f. Final Inspection
- g. CERTIFICATE OF OCCUPANCY – A Certificate of Occupancy will be issued after the final inspection and before occupancy of the new structure if requested.

10. Call before you dig – GOPHER STATE ONE CALL: 1-800-252-1166

11. FOR INSPECTIONS OR ADDITIONAL INFORMATION CALL:

Jon Stewart, Building Official
218 507-0369

Jennie Meyer, Zoning Administrator
218 547-6432 (8:00 a.m. – 4:30 p.m.)

Danny Martin, Public Works Director
218 536-0353 (7:30 a.m. – 3:30 p.m.)

Hope Fairchild, City Administrator
218 547-5501 (8:00 a.m. – 4:30 p.m.)