



# NEW SINGLE FAMILY RESIDENTIAL PERMITS

1685 CROSSTOWN BOULEVARD NW, ANDOVER, MINNESOTA 55304 • (763) 755-8700 • FAX (763) 755-8923 • [WWW.ANDOVERMN.GOV](http://WWW.ANDOVERMN.GOV)

Apply for permits at City Hall weekdays between the hours of 8:00 a.m. and 4:30 p.m. Only resident homeowners and licensed Minnesota licensed residential contractors and remodelers may apply for building permits.

Up to five (5) working days may be required for permit processing for new dwellings and major additions.

## SUBMITTALS REQUIRED FOR PERMIT:

- Building Permit Application** Separate electrical, plumbing and mechanical permits are required.  
*Forms available online: [Plumbing Permit Application](#) [Electrical Permit Application](#) [Mechanical Permit Application](#)*
- Two (2) copies of the proposed Land Survey** – prepared in accordance with the **Land Survey Standards** handout available separately. As applicable, show parcel boundaries, location of all improvements, topography/grading, location of private well/s, location of tanks and on-site sewage treatment system, required trees and erosion control information.)
- Two (2) complete sets of plans which may include:**
  - **Soils / Geotechnical Report** - *Normally not required on undisturbed soil.*
  - **Building Plans:** Floor Plans, Building Elevations, Building Cross Sections, Radon Installation Details, Specifications and Other Details as necessary to describe the construction intended.
  - **On Site Sewage Treatment Design**
  - **New Construction Energy Code Compliance Certificate [Form 1](#) or [Form 2](#)** – *Either may be used Online*

**SEPARATE PLUMBING, HEATING/AIR CONDITIONING AND ELECTRICAL PERMITS ARE REQUIRED**

**MASTER PLAN SUBMITTALS:** If a “Master Plan” is submitted for repetitive future permit application submittal, the first submittal must include three (3) sets of plans. Indicate “MASTER PLAN” on one of the three plans. Thereafter, each additional submittal of that plan within a contiguous 12 month term will pay a plan review fee of only 25% of the building permit fee.

## PLEASE ADDRESS ALL INQUIRIES TO:

Chief Building Official	Fred Patch	<a href="mailto:f.patch@andovermn.gov">f.patch@andovermn.gov</a>	(763) 767 – 5123
Building Inspector	Joe Heidelberger	<a href="mailto:j.heidelberger@andovermn.gov">j.heidelberger@andovermn.gov</a>	(763) 767 – 5121
Building Inspector	Willy Weicht	<a href="mailto:w.weicht@andovermn.gov">w.weicht@andovermn.gov</a>	(763) 767 – 5122
Building Department	Building Permit Technician	<a href="mailto:building@andovermn.gov">building@andovermn.gov</a>	(763) 755 – 8700
Site Design/Grading/Trees & Erosion Control	Kameron Kytönen	<a href="mailto:k.kytönen@andovermmn.gov">k.kytönen@andovermmn.gov</a>	(763) 767 – 5137
Public Utilities & Public Works	Dave Berkowitz, City Engineer	<a href="mailto:d.berkowitz@andovermn.gov">d.berkowitz@andovermn.gov</a>	(763) 767 – 5133
Public Utilities Manager	Brian Kraabel	<a href="mailto:b.kraabel@andovermn.gov">b.kraabel@andovermn.gov</a>	(763) 767 – 5180

*This informational document may not comprehensively address all City ordinances regarding the subject addressed. It is provided to serve only as a helpful guide. Any site preparation or other work requiring permits is not allowed until all required permits have been issued by the City of Andover.*