

Building Permit Application Checklist

(Applications will be processed only when all required items are submitted. Applicant will be notified of the total fee amount when permit is approved.)

New Construction & Home Additions

<i>Check Off</i>		<i>City Use Only</i>
_____	Official Building Permit Application Form	_____
_____	One set of construction drawings, showing: <ol style="list-style-type: none"> 1. Foundation plan 2. Floor plans (all floors) 3. Elevations (all sides) 4. Cross-section (preferably through stairway) 5. Typical wall section (include all structural information for wall, floors, and roof) 	_____
_____	One copy of a Certificate of Survey, showing: <ol style="list-style-type: none"> 1. Property boundaries 2. Easements 3. Building setbacks 4. Lowest floor elevations 5. Driveway location 6. Mechanical equipment 7. Locations of utilities 8. Street elevations 9. Grading plan with drainage arrows 10. Wetland delineation and wetland buffer (buffer to be staked) 11. City or private sewer? (Residential) 12. City or private water? (Residential) Please note that starting January 1, 2026, all new residential construction is required to connect to the municipal water system if it is available to the subject property. This includes demolition followed by reconstruction. 13. Existing structure(s) (Residential) 14. When any structure(s) was/were demolished (Residential) 	_____
_____	Construction Management Plan (showing parking and material storage on property shown on a survey)	_____
_____	One set of existing and proposed impervious surface calculations	_____
_____	List of subcontractors	_____
_____	One set of energy calculations	_____
_____	Tree inventory and tree protection plan (for new construction only) – see the City of Shorewood’s Tree Preservation Policy for more details	_____

<input type="checkbox"/>	Stormwater Management Plan - required for any applications increasing impervious surface coverage by 1,000 square feet or more and must include: <ul style="list-style-type: none"> • Drainage calculations • Drainage map 	<input type="checkbox"/>
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Remodels

<i>Check Off</i>		<i>City Use Only</i>
<input type="checkbox"/>	Official Building Permit Application Form	<input type="checkbox"/>
<input type="checkbox"/>	One set of construction drawings	<input type="checkbox"/>
<input type="checkbox"/>	One set of existing and proposed impervious surface calculations (for additions only)	<input type="checkbox"/>
<input type="checkbox"/>	One set of energy calculations , if applicable (for additions)	<input type="checkbox"/>

Any uncompleted site work at time of issuance of a C.O. requires an escrow deposit and agreement signed by the applicant/property owner and the city. The escrow deposit will be 1.5 times the cost to complete all outstanding work.

Electrical permits and inspections are handled through the State Board of Electricity, which can be reached at 612.642.0800. Electrical permit forms are available at city hall or online at www.electricity.state.mn.us.

Please call the City of Shorewood at 952.960.7900 to schedule an appointment for building, sewer, water, or other inspections at least 24 hours in advance.

Fees

Some permit fees are value-based (new construction, additions, remodeling, etc.) and others are fixed based on the work (residential roofs, door and window installations, etc.). The City will determine the cost of the fees prior to issuance of a permit. Plan review fees may be required for any permit that is required to pay a value-based building permit fee.

Some fees are collected on behalf of other agencies, such as, but not limited to, sanitary access charges (SACs) and surcharges. These are tabulated based on the cost of the permit and the city has no flexibility to waive or adjust the amount of these fees. A SAC determination from the Metropolitan Council must be submitted with commercial tenant changes or new commercial construction.

Other fees collected are one-time fees and include park dedication, local sewer access connection, and local water connection fees. These fees are typically collected as part of new home or new commercial construction. However, in the case of sewer or water charges, they could be required when the connection to municipal utilities is proposed or required.