



## POLICY

### **Residential New Dwelling Plan Review and permitting, changes to existing permitted projects under construction. Review Fees and Plan Replacement Fees.**

Effective Date: 3-26-2015

The City of Owatonna Building Inspection Division is creating a policy defining how changes to permitted plans will be implemented.

This policy defines: any change or modification in construction plans, additional work, additions or alterations to a new dwelling which has received a permit but has not been issued a full Certificate of Occupancy or final approval will be considered a change from the submitted plans and shall require new drawings showing all applicable changes in construction. The changes will be reviewed as part of the original submittal and all applicable MN State Building and City of Owatonna zoning codes in which the plans were reviewed under will apply to the entire project as a whole, as if it was submitted in its entirety the first time. A new permit will not be issued for said changes, modifications, additional work, additions or alterations. The building permit valuation will be recalculated to reflect the changes/additional work and any additional fees relevant to the total dwelling valuation will need to be paid before the new work shall commence.

*MN 1300.0130 Construction Documents: Subp. 6. Approval of construction documents. (B) "Work regulated by the code must be installed according to the reviewed construction documents. Work that does not comply with approved construction documents must not proceed until the applicant submits changes that are approved by the building official."*

**Review fees:** Review fees for plan changes, modifications, additional work, additions or alterations shall be charged on an hourly basis. The fee shall be \$45.00 / hour to be paid for at the time of approval before the new work shall commence.

**Plan Replacement:** The city approved plans must be available at the job site for the inspector's reference. The plans must be complete and kept in a clean, readable condition. If the job site approved plan set is lost or damaged to a point where they are not usable by the inspector, the permit holder shall pay to the City \$45.00 / hour plus \$5.00 per page (18" by 24" or larger), plus any additional fees (.15 cents per 8-1/2"x 11" page) for attachment document replacement as applicable.

Respectfully,  
Ken Beck  
City of Owatonna Building Official  
Building Inspection Division  
507-444-4370

Revised Sept. 15<sup>th</sup>, 2025