



540 West Hills Circle  
Owatonna, MN  
507 444 4370

To: Area Commercial Contractors,

The City of Owatonna has developed a temporary certificate of occupancy deposit and erosion and sediment control deposit to assist in achieving compliance with the new storm water management requirements and obtaining follow-up final inspection requests and approvals at project completion.

T.C.O.'c will be issued for items noted in the final inspection report as conditions of occupancy and shall include a date and time when these items shall be completed. Prior to issuance of the T.C.O. rough grading shall be complete around the perimeter of the building and shall be sloped to provide positive drainage away from the foundation. Clearance of 6 inches shall be maintained between top of grade to wood such as wood sole plates, sheathing, or per plan design, etc. Erosion control shall be in place and maintained consistent with the Owatonna storm water management rules.

Temporary Certificate of occupancies and/or the final soil stabilization for commercial projects will now require a deposit as part of the building occupancy approval. To insure that unfinished items listed in the T.C.O. and/or that final soil stabilization are completed in the stated time period the city will require that persons requesting occupancy of the building remit to the city a cash deposit in an amount determined by the building official (\$5,000) to be held as a guarantee that those items will be completed and the building certificate of occupancy is issued.

Such funds will be held by the city until completion of those listed items. Upon completion the deposit will be returned to the applicant. Please note that if all the items listed in the TCO's conditions for occupancy are completed a full certificate of occupancy will be issued but the deposit will be held until final stabilization of disturbed soils is achieved. If applicant fails to complete the items in the stated period of time the city shall use those funds to offset costs incurred in pursuing the completion of those items. The city shall document those charges and withdraw funds from the deposit bi-weekly until such funds are expended or compliance is achieved. The applicant shall be notified of any such withdrawals. The applicant may request an extension of the completion date from the Building Official if weather related or personal circumstances justify it. The applicant may appeal the Building Official's decision for extension to the Community Development Director, City Administrator, or City Council.

It is the responsibility of the contractor to schedule re-inspections of the noted items as the work is completed. Please contact the Owatonna Building Inspection Division at 507-444-4370 to schedule inspections.

Should you need assistance regarding these policies please contact the Building Inspection Division at 507-444-4370.

Kenneth W. Beck  
Ken Beck; Building Official