

Hampton Township Building Permit Process

[Note: Every effort has been made to make this information consistent with current township ordinances. In the event that the requirements of a township ordinance are in conflict with the information below, the ordinance shall govern.]

Hampton Township has adopted the Minnesota State Building Code and requires building permits for any activities involving the construction of a new structure or the expansion, repair or demolition of an existing structure. Some types of permits require action by the Township Board of Supervisors, and other types of permits can be obtained directly from the township building official or other administrative staff.

Where to Start – Buildable Parcel Determination

Before planning to build a structure it is important to know if the parcel of land where the building is proposed is a *buildable parcel*. A *parcel* is piece of real estate recorded with Dakota County that has been assigned a separate and distinct Parcel ID (PID) number. *Buildable* means that Hampton Township has already allowed or will allow a Single Family Dwelling to be built on the parcel.

All of Hampton Township is zoned as an Agricultural Preservation District, with a Land Use Density of one Single Family Dwelling per ¼- ¼ Section (generally 40 acres). This land use density requirement, along with other minimum size, setback and roadway frontage requirements means that there are many parcels in the township that are not buildable, that is, a Single Family Dwelling cannot be built on the parcel.

The township does not allow any type of structure to be built on a parcel that is not buildable. Also, the township does not allow more than one Single Family Dwelling to be placed on any parcel.

Parcels where a Single Family Dwelling already exists are considered buildable. Any parcel that does not already include a Single Family Dwelling must be determined to be buildable before a permit for any type of new structure can be considered.

To request a determination by the Township Board if a specific parcel is buildable, the requester should complete a [Buildable Parcel Determination Application](#) and submit it to the Township Clerk.

Requests will first be reviewed by the Planning Commission. The Planning Commission makes a recommendation to the Board, and the Board makes the final decision.

Buildable Parcel Determinations made by the Board are recorded as a motion or resolution that will serve as evidence of the determination. **A Buildable Parcel Determination is NOT a building permit and does not authorize the start of construction of any sort** on the parcel. A Buildable Parcel Determination does not expire, and will remain in effect so long as there are no changes to parcel size, configuration, zoning designation, or frontage on a public right-of-way.

Building Permits for Single Family Dwellings, Accessory Buildings, and Expansion of Existing Structures

Building permits are only issued for Buildable Parcels. A parcel is buildable if a Single Family Dwelling already exists on the parcel, or if the Township Board has determined that the parcel is buildable (see [Where to Start – Buildable Parcel Determination](#) section).

The first step to obtain a building permit for a Single Family Dwelling (home), an Accessory Building (garage, shed, pole building, residential solar energy structure), or the Expansion of an Existing Structure (additions to homes or Accessory Buildings) is to submit a [Permit Request Form](#) to the township clerk. The clerk will forward the form and required attachments to the township Planning Commission and place the issue on the agenda of

the next Planning Commission meeting. The requester should plan to attend the Planning Commission meeting to answer any questions about the permit request.

The Planning Commission will make a recommendation concerning the request and forward the recommendation to the Township Board. The board will usually consider this recommendation at the board meeting that follows the Planning Commission meeting. The requester should plan to attend the Township Board meeting to answer any questions about the permit request.

Once a permit request is approved, the board will forward a notice of approval to the township Building Official. The Requester should complete a [Building Permit Application](#) and submit it to the Building Official. The Requester should also complete and submit a [Construction Check List](#) form and include all required attachments. The Requester will continue to work directly with the Building Official throughout the project.

The cost of building permits vary with the scope of the project. Permits are generally valid for one year, but can be extended by the Building Official if necessary.

Construction of homes, accessory buildings, or expansions often include activities related to driveways, septic systems, and electrical work. Refer to the [Additional Permit Requirements](#) section below for more information.

Agricultural Zoning Ordinance Permits

Agricultural Buildings as defined by Minnesota Statutes, section 326B.103, subdivision 3 do not require a building permit. In general, this includes buildings and structures that are located on agricultural land and are designed, constructed, and used to house farm implements, livestock, or agricultural products. However, the construction of an Agricultural Building or the expansion of an existing Agricultural Building does require a township Agricultural Building Zoning Ordinance Permit.

To request a permit for an Agricultural Building, the requester should complete an [Agricultural Building Zoning Ordinance Permit Request Form](#) and submit it to the Township Clerk. The clerk will forward the form and required attachments to the township Planning Commission and place the issue on the agenda of the next Planning Commission meeting. The requester should plan to attend the Planning Commission meeting to answer any questions about the permit request.

The Planning Commission will make a recommendation concerning the request and forward the recommendation to the Township Board. The board will usually consider this recommendation at the board meeting that follows the Planning Commission meeting. The requester should plan to attend the Township Board meeting to answer any questions about the permit request.

Once a permit request is approved, the board will forward a notice of approval to the township Building Official. The Requester should complete a [Exempt Agricultural Building Permit](#) and submit it to the Building Official. The Requester should stake out the exact location of the building so that the Building Official can verify that setbacks requirements from property lines and road right-of-ways are met.

The cost of an Exempt Agricultural Building Permit is \$75. Permits are generally valid for one year, but can be extended by the Building Official if necessary.

Construction of Agricultural Buildings sometimes include activities related to driveways, septic systems, and electrical work. Refer to the [Additional Permit Requirements](#) section below for more information.

Building Permits for Residential Maintenance Activities

Permits for the repair or improvement of existing residential structures do not require an application to the Township Planning Commission or Board, but should be obtained directly from the Township Building Official listed on the Township Website.

Residential maintenance activities include activities such as:

- plumbing
- HVAC
- re-roof
- re-side
- re-window
- re-door/garage door

The Requester should submit a [Residential Maintenance Permit](#) form to the Building Official, and work directly with the Building Official throughout the project.

Demolition Permits

A permit is required to demolish a house, detached garage, shed, pole building, agricultural building, or other structure. Permits for the demolition of an existing structures do not require an application to the Township Planning Commission or Board, but should be obtained directly from the Township Building Official listed on the Township Website.

The Requester should submit a [Demolition Building Permit Application](#) form to the Building Official, and work directly with the Building Official throughout the project.

Additional Permit Requirements

Many building permits, especially permits for new homes or other new structures, will require the need to obtain other types of permits. Requesters should review these requirements and obtain any permits necessary for their project.

Driveway Permits

If a building activity will require the construction of a new driveway or reconstruction of an existing driveway that provides access to a township road, a Township Driveway Access Permit is required. The township [Driveway Access Permit Application](#) can be found on the township website.

Property owners are also responsible to comply with any driveway permit requirements for access to county or state roads.

Septic Systems

If a building activity will require the construction of a new septic system, or the connection to or modification of an existing septic system, a Septic Permit is required. Requesters should contact the township's Sewer Inspector. Sewer Inspector contact information can be found on the township's website.

Electrical Work

The township is not involved in the permitting process for electrical work. Property owners are responsible to obtain any required electrical permits from the State of Minnesota Department of Labor and Industry. Note that even though the construction of Agricultural Buildings does not require a building permit, electrical work in Agricultural Buildings is covered by State of Minnesota Department of labor and Industry requirements.