# Rural Residential Home Construction: County Permits and Approval Checklist

## 1. Obtain Required Permits

☐ Contact **Renville County Environmental Services** before starting site work for a preliminary discussion to make sure ordinance requirements are met and to obtain required permits:

- Renville County Government Services Center:
  105 – 5th Street South, Suite 311, Olivia, MN
- Phone: 320-523-3768

### ☐ Obtain a Land Use Permit.

This application requires:

- ☐ Application information
- ☐ Site map
- ☐ House plans
- ☐ Application fee (contact Environmental Services for application fee)

### ☐ Obtain a SSTS (Subsurface Sewage Treatment System) Permit.

This application requires:

- ☐ Application information
- ☐ Contact Environmental Services for a list of MPCA licensed contractors.
- ☐ Design plans submitted by a MPCA licensed designer/installer
- ☐ Application fee (contact Environmental Services for application fee)

### ☐ Obtain a New 911 Address.

- ☐ Contact Environmental Services to obtain a new 911 Address
- ☐ Public Works will install the 911 Address sign.

### ☐ Contact a Licensed Well Contractor for Well Drilling

- ☐ The Licensed Well Contractor will submit required forms and fees to the MN Department of Health prior to drilling.
- ☐ Find a Licensed Well Contractor:
  https://www.health.state.mn.us/communities/environment/water/wells/lwc

## 2. Obtain Access Driveway Permit

☐ Contact **Renville County Public Works** to obtain your **Access Driveway Permit**. A Public Works staff person will meet with you on-site to fill out the permit application.

- Renville County Government Services Center:
  105 – 5th Street South, Suite 319, Olivia, MN
- Phone: 320-523-3759

This application requires:

- ☐ A refundable deposit for the construction of any new, or widening of existing, driveways off of County Roads and County State Aid Highways (CSAHs)
- ☐ Application fee (contact Public Works for application fee)

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## 3. Homestead Classification

☐ Contact the **Renville County Assessor's Office** to obtain correct classification.

- Renville County Courthouse:
  500 East DePue Avenue, Suite 205, Olivia, MN
- Phone: 320-523-3645

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## 4. Suggested Tips

☐ Keep a permanent file containing:

- ☐ County permits
- ☐ Approved plans
- ☐ Septic documents
- ☐ Address assignment
- ☐ Driveway approval
- ☐ Inspection approvals

☐ Update your Driver's License

- Renville County Courthouse: 500 East DePue Avenue, Suite 201, Olivia, MN

☐ Update your Voter Registration: www.sos.mn.gov/

☐ **Check with your Township to see if any Township Permits are required.**