



City of Belle Plaine

Steps to obtain a Shed Permit (Zoning Review)

1. Complete Shed permit application, application is available at www.belleplainemn.gov. Application fee - \$50 fee.
2. Locate and expose the property pins to determine the property boundaries. City Hall may have a site survey on file that will help you determine where the property pins are located. Locate pins by using a metal detector or by hiring a surveyor. City Hall has a metal detector that you may check out during business hours. Contact city hall for details.
3. Determine if the proposed shed will be placed in the City utility and drainage easement (see site survey) if so, an Easement and Bluff Encroachment Agreement with the City must be obtained - \$25 fee and approved by the Public Works Superintendent. If on a concrete slab, it will not be allowed in the easement area. If on skids, and will not affect drainage or hinder hidden infrastructure, permit may be granted.
4. Placement of the shed must be greater than two feet from the property line.
5. Placement of the shed must be 10 feet or greater from the primary structure.
6. Indicate on the site survey location of proposed shed (draw on survey).
7. Return completed application(s), drawing with proposed location of shed, and fees to City Hall for review. Submit permit by mail, email at permitting@belleplainemn.gov, or place in the drop box in front of City Hall.
8. Find and expose property pins.
9. Call 952-873-5553 to schedule the pre-construction inspection. The property owner or representative must be present at the inspection. At the inspection, the property pins must be exposed, shed location marked out on property, and a printed copy of the permit packet available for the Building Official to review.
10. Call Gopher One State before digging.
11. After installation, call City Hall (952-873-5553) to schedule the final inspection.

Site Survey Quick Look:

- Solid line indicates the property boundaries.
- Filled in circles indicate property pins/markers.
- Dashed lines indicate the drainage and utility easement.
- Lot dimensions are indicated outside of the property boundary lines.
- Easement area is between the property line and the dashed line.
- Utility and drainage easement dimensions are indicated between the dashed line and solid lines. Most often they are 5 feet and/or 10 feet.