



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste ● Recycling ● Zoning
304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 ● Fax: (507) 725-5590



Applying for a Building Permit

Go to www.beacon.schneidercorp.com. Select Houston County, MN from the drop-down menus. Click “Property Search” and search by your name, address or Parcel ID. Your Parcel ID is a nine digit number with separating periods. Click the Parcel ID concerning the project. If you are unsure which Parcel ID is correct, click “map” and select the correct location.

Click “Apply for Permit” in the burgundy colored task list at the top of the page. If you are using a smart phone you may need to click the “More” tab to find the “Apply for Permit” option. Click on [“Click Here”](#) to access the Geo Permits online applications”.

Click “Start Application” under the appropriate application. Search for your parcel by entering your Parcel Id, Property Owner, Property Address or by using the map tab to choose your parcel. New users should click “Sign up” and fill in their info to register. You’ll need to check your email for a link to verify your account before you are able to login. The “Verify account” link should take you to a Login page. Enter your User Name and Password and click “Sign In”. In the top right corner click the words “My Dashboard”. Click the colored link under Application Number to continue with your application. Please keep a record of your username and password and make sure to save regularly to avoid losing your progress.

Review prefilled information and fill in the remaining boxes. Avoid changing the preselected township as it is populated by the Parcel ID connected to the chosen property. If you are applying as a representative (contractor, family member or other) of the property owner be sure to use the property owner’s address in the boxes. Personal representatives should upload documentation proving their given authority (written consent or signed contract) by clicking the “Select Files” button and selecting the document to upload. Click the box stating that you understand that you are required to inform the township of your application and click “next”.

Select the type of structure you plan to build and describe the project in the boxes given. Avoid changing the fee amounts as these will populate automatically as you go forward with the application. Please submit detailed plans and drawings by clicking the “Select File” button. Then click “next”.

Answer the general questions on the following two pages and click “next”.

Applications that include plumbing or bedroom additions may require a septic system upgrade. Click the blue highlighted word “here” to download a Septic System Permit Application. Your septic contractor will need to complete the septic permit application. For a list of septic contractors search the MN Pollution Control Agency’s website <https://webapp.pca.state.mn.us/ssts/business-search> (choose Houston County and select the specialties needed). Click “next”.

If you are changing driveway access or creating a driveway contact the appropriate road authority. If you have questions on who the appropriate road authority is, please contact the Zoning Office. If you need to print a County form click the link given to print the form. Click "next".

Upload a drawing of your site by using the "Select File" box or use the tools on this page to draw your plan. You may need to zoom in to view your parcel. Use the measuring tool to measure the distance from the planned project to your nearest neighbor's property line and to the center line of the public road and click "next".

If you are disturbing more than one acre of land you will need to fill in a Stormwater Permit Application. This is not applicable to many applications. Click the link to print the form if necessary. Click "next".

Check the boxes to acknowledge and agree that you understand the conditions. Type your name and draw your signature in the box below. Click "Submit".

You will again be notified of the fees due. These can be mailed or dropped off at the Office. If you'd like to stop after hours there is a drop box near the front door of the courthouse. Please be sure to place them in an envelope clearly labeled Zoning. Once we receive your payment and your Application is deemed complete you will receive an email stating that the Application has been submitted to the Township. Townships are given a minimum of 7 days to comment on Applications before Zoning staff issues any permit. Building permit fees will be processed once a permit is issued. While we cannot guarantee a quick turnover, you can speed up your application by submitting fees and fully completing any necessary items listed below in a timely manner.

REQUIRED DOCUMENTATION AND FEES:

General Structures

Building Permit (Fee \$0.15/sq ft up \$300)

E911 Address, if a new address point is necessary (Fee \$50)

*May require a variance or conditional use permit, depending upon proposed use

Dwelling on less than 40 acres

Conditional Use Permit (Fee \$700)

Recording (Fee \$46)

Building Permit (\$400)

Septic Application (Fee \$375 - \$750)

Erosion Control Plan (\$80 - \$240)

E911 Address, if a new address point is necessary (Fee \$50)

Dwellings on more than 40 acres

Building Permit (\$400)

Septic Application (Fee \$375 - \$750)

Erosion Control Plan (\$80 - \$240)

E911 Address, if a new address point is necessary (Fee \$50)