Building Permits within the City of Shafer

Chisago County Environmental Services/Zoning – 651-213-8372
Shafer City Offices – 651-257-4726 ext 0

Chisago County Environmental Services Department – 651-213-8372
313 N Main St Suite 240
Center City, MN 55012

The City of Shafer contracts with Chisago County Department of Environmental Services and Zoning for building permitting, plan review and inspections. The City of Shafer issues Zoning permits.

Building permits are required for all new construction and most remodeling, alteration, and repair work in the City of Shafer. Some permits such as reroof or reside only require filling out the application*, and paying the fee. Most other building projects (deck, addition, accessory structure, remodel) require two sets of plans to be submitted for a plan review. **All permits are to be applied for at the Environmental Services Department in the Government Center in Center City.** Staff will determine the construction value and permit fee at the time of application, and the permit will be paid for at that time. After the permit is processed and issued the permit will be mailed to the owner or contractor (whichever is designated at the time of application). All checks should be made payable to the Chisago County Treasurer.

Inspections –
Please call the Environmental Services Department at 651-213-8372 to schedule an inspection. Information needed includes the site address, permit number, and type of inspection. Typically 24 hours is considered adequate notice.

***The building permit applications are in triplicate, and therefore are not available on the website – please contact the County office for mailing permits.**

Some sign permits as well as fence permits six feet and under in height will not need a building permit, but a zoning permit regarding setbacks should be applied for at the City of Shafer.

For New Homes: WATER/SEWER/METER fees are to be paid directly to the City of Shafer.

A Certificate of Occupancy is issued for new home construction upon request and completion of all final building, plumbing and mechanical inspections. All life safety issues must be completed as well, for specific questions regarding these items please call the County building inspector. Additionally, for new homes on municipal sewer and water the City may require final inspections to be performed by Public Works - which must be completed prior to the issuance of a Certificate of Occupancy. The City may have requirements regarding driveways, landscaping and so forth – please contact the city office for those requirements and to schedule those inspections.

Driveway permits for access from a City street should be obtained from the City of Shafer office; Chisago County Public Works in Center City issues driveway permits for accesses on County Roads.

Zoning information such as the minimum square footage for a single family dwelling, permitted uses in specific districts, as well as setback information should be obtained from the City of Shafer.

The County does not issue electrical permits or inspect or regulate electrical work. The Minnesota State Electrical Inspector should be contacted for an electrical permit if you are doing your own wiring.
The State Electrical Inspector for Chisago County is Mark Thoma and he may be contacted for electrical inspections at 320/309-9483.