

**CITY OF NEVIS  
BUILDING PERMIT REQUIREMENTS**

P.O. BOX 108, NEVIS, MN 56467

Phone: 218-652-3866

Email: [nevisdeputyclerk@arvig.net](mailto:nevisdeputyclerk@arvig.net) or  
[neviscty@eot.com](mailto:neviscty@eot.com)

State surcharge - .0005 of total project valuation  
Plan review fee – 65% of building permit fee  
Building permit fee – dependent on project valuation

**GUIDELINES FOR COMPLETING BUILDING PERMIT APPLICATIONS AND SKETCHES**

Building permit applications are available at the Nevis City Administration Office. All construction changing the footprint of the property must be accompanied by a sketch containing all the following information:

Sketch must be drawn to scale. (see sample below)

1. Show the dimensions of the lot.
2. Show the size of all existing buildings.
3. Show proposed new construction/building.
4. Show all distances from buildings to lot lines and right-of-ways.
5. Have Public Works mark location of existing sewer and water utility lines.
6. Call Gopher State One Call (800-252-1166 or 811) to locate other utilities. Mark these utility lines on diagram.
7. Identify any other service lines for private facilities.
8. Application may be subject to a site visit to review.
9. Attach a materials list and cost valuation for Building Official.

**IF THERE ARE ANY QUESTIONS ABOUT EXISTING LOT LINES, THE CITY STRONGLY ENCOURAGES YOU TO HAVE YOUR PROPERTY SURVEYED. THE CITY OF NEVIS TAKES NO RESPONSIBILITY OR LIABILITY FOR THE ACCURACY OF ANY PROPERTY PINS OR BOUNDARY LINES.**

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