

ORDINANCE NO. 23-06

CITY OF OAK GROVE  
COUNTY OF ANOKA  
STATE OF MINNESOTA

**AN ORDINANCE AMENDING CHAPTER 103, BY  
AMENDING SECTION 103-21 THERETO, REGULATING  
ACCESSORY STRUCTURES**

**THE CITY COUNCIL OF THE CITY OF OAK GROVE, ORDAINS AS FOLLOWS:**

Section 1. City Code Section 109.194 is hereby amended as follows (deletions shown as ~~strikethroughs~~ and additions shown in **bold/underline**):

Sec. 103-21. - Building permits and certificates of occupancy.

(a) Generally.

(1) No person shall erect, alter, remodel, demolish or move any kind of structure or building or part thereof without first securing a building permit. The issuance of permits and the collection of fees shall be as authorized in Minn. Stats. § 326B.121. Permit fees shall be assessed for work governed by the code in accordance with the fee schedule adopted by the city. In addition, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with Minn. Stats. § 326B.148.

(2) Applications for commercial and industrial building permits shall be accompanied by the following exhibits and other information as required by the building official:

a. A complete site plan application form together with all applicable filing requirements.

b. A certificate of survey of the area including the property in question and 100 feet beyond its outer boundaries, showing existing utilities, lot boundaries, dimensions, buildings, easements, foliage, topography, and waterways.

c. Soil borings and perc tests.

d. Preliminary building and site development plans showing buildings, location, dimensional parking and loading arrangement, vehicular and pedestrian access and egress, surface drainage plan, landscaping, utility plan, screening, size and location of all signs, building and floor plans of all floors, elevations of all sides of all buildings, and sections and outline material specifications as appropriate, and drainage calculations demonstrating that post-development runoff does not exceed predevelopment runoff.

(3) Applications for single-family building permits shall be completed on forms provided by the building official, accompanied by building plans, certificate of survey, and, at the request of the

building official, iron monuments at lot corners and both staking of property lines and building site and other information as required by the building official.

(4) No land shall be occupied or used and no building hereafter erected, reconstructed or structurally altered shall be occupied or used, in whole or in part, for any purpose whatsoever, until a certificate of occupancy and/or final inspection has been issued by the building official.

(5) No change in use shall be made in any building or part thereof, now existing or hereafter erected, reconstructed or structurally altered, without a building permit having been issued by the building official, and no such permit shall be issued to make such a change unless it is in conformity with the provisions of this ordinance and the state building code.

(6) In the event that construction, alteration, or reconstruction of a building or structure occurs without a building permit, the building official may issue an order to stop such work until a building permit is issued.

(7) No building permit shall be required for a storage building which is equal to or less than ~~120~~ 200 square feet in floor area and not more than 12 feet in height.

(b) Procedure.

(1) Completed building permit forms and appropriate fees shall be submitted to the building department. If the proposed development conforms in all respects to the city ordinances, a building permit shall be issued within 60 days.

(2) If the proposed development involves a zoning amendment, variance, or conditional use permit, the application shall be submitted to the planning commission and city council for review and appropriate action.

(c) Due process. Notice and public hearings of violations and termination proceedings and all nonconforming, incompatible, accessory, conditional, or home occupation uses, and notice of hearing shall be given by the city council to the interested party or parties by certified mail or in lieu thereof one legal published notice at least ten days before the public hearing date, which certified mail notice shall be given by the city council within a reasonable time.

Section 2. This ordinance shall be effective immediately upon its passage and publication.

Passed and adopted this 9<sup>th</sup> day of October 2023, by the City Council of the City of Oak Grove.

  
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Weston Rolf, Mayor

Attest:

  
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Billi Larson, City Clerk

(Seal)