

# City of Minnesota City Application for Building Permit

Permit Number \_\_\_\_\_ Date Application Received \_\_\_\_\_

## Applicant/Property Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

## Project Information

Site Address: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Type of Permit:  Residential  Non-Residential If not residential, specify: \_\_\_\_\_

Type of Work: (✓Check all that apply) New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Deck \_\_\_\_\_ Reside \_\_\_\_\_  
Garage \_\_\_\_\_ Windows \_\_\_\_\_ Concrete work \_\_\_\_\_ Other (Describe) \_\_\_\_\_

Brief Description of Proposed Project or Work to be Completed:

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Minimum Property Line Setbacks: Street Setback 25 feet

Side Setback: not less than 5 feet for a one-story building; no less than 8 feet for a two-story building; no less than 10 feet for a two-and-one-half-story building

Rear Setback: 20% of the depth of the lot but not less than 25 feet

\* corner lots may have separate requirements

Each application for building a new structure and/or moving, extending, or expanding the exterior dimension for any existing building or structures must include a drawn site plan which contains the following:

- a) Location of Lot and Parcel
- b) North Arrow
- c) Street and Driveway
- d) All dimensions in feet (front, sides, and rear including any deflections or angles)
- e) Location of proposed structure including setback from center line of public road
- f) Location of all other buildings on the lot
- g) Direction of surface run-off
- h) Names of all abutting and/or adjacent property owners
- i) Location of all waterways, dry runs, streams (by name) and springs
- j) Location of all proposed and/or existing sewage treatment systems
- k) Location of all proposed and/or existing water supplies
- l) A sewage disposal system Certificate of compliance
- m) Such other information as deemed necessary for a permit.

**Note:** A separate State of Minnesota Electrical Permit is required for electrical work.

**Applicant Statement and Acknowledgements**

Building Permits shall become null and void if the authorized work does not commence within 365 days from the date of permit approval, or if the building or the authorized work is suspended or abandoned for 365 days at any time after the work has commenced. Permits are non-transferrable.

I, the applicant, certify that information on this application is true, complete, and correct. If a permit is issued, all work done and all materials used shall be in conformance with the approved plans and specifications, and in compliance with the requirements of the Minnesota State Building Code and other applicable statutes and ordinances that regulate building construction or use.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

Building Permit Number \_\_\_\_\_

Building Permit Name \_\_\_\_\_

**The Following to be Completed by The City**

Zoning Permit Approved by \_\_\_\_\_ Date \_\_\_\_\_

Zoning Permit Denied by \_\_\_\_\_ Date \_\_\_\_\_

Variance Application Filed: (Circle One) Yes No

If Yes, Date Variance Application Filed: \_\_\_\_\_

Variance Hearing by Board of Adjustment: Date \_\_\_\_\_

Approved: (Circle one) Yes No

**Building Official Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**BUILDING PERMIT FEES**

Single home residential addition or garage \$50

Single home small improvement/exterior changes (such as siding, storage shed) \$25

Date Paid: \_\_\_\_\_

## Property Owner's Statement

I understand that the State of Minnesota requires that all residential building contractors, remodelers, and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of speculative building or for resale and that the house for which I apply for this permit, located at: \_\_\_\_\_ is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise be entitled under Minnesota Statute 514.01. I will not construct or improve another residential structure in the next 24 months unless I obtain the required state license, understanding that failure to do so is a misdemeanor under state law.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvements of this house. I understand that I may be subject to sanctions under Minn Stat 326B.84 if these contractors lack the required state license.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or city ordinance in connection with the work performed on this property.

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Signature

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Printed Name