



BALDWIN TOWNSHIP

30239 128<sup>th</sup> Street, Princeton MN 55371



# Building Application

Permit # \_\_\_\_\_

**Submit Applications to: [Permits@rumrivercc.com](mailto:Permits@rumrivercc.com) Scheduling: 763-331-7722**

This Application becomes a **Numbered Permit** after the review is complete and payment of fees.

Work is **not** to begin prior to issuance. All information is required and must be completed.

Site Address \_\_\_\_\_ Property ID # \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Applicant: Contractor OR Owner ~ Is this rental property? Yes No ~ Commercial Residential

Contractor Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Contractor State License # \_\_\_\_\_ Verified by office staff \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

	<b>Accessory Building</b>	<b>Addition</b>	<b>Alteration/Remodel</b>
<b>Basement Finish</b>	<b>Deck</b>	<b>New Construction</b>	<b>Other</b>

Valuation (Labor & Materials) \$ \_\_\_\_\_

**Project Description** \_\_\_\_\_

*The undersigned acknowledges the above information is correct and accepts responsibility for compliance with all applicable laws and ordinances of the ruling jurisdiction.*

**Applicant Signature** \_\_\_\_\_

I am submitting all required supplemental sheets and supporting documents:

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

### **\*Office Use Only\***

Date **all** required information was received: \_\_\_\_\_

#### **Approvals:**

Building \_\_\_\_\_ Date \_\_\_\_\_

Zoning \_\_\_\_\_ Date \_\_\_\_\_

Engineering \_\_\_\_\_ Date \_\_\_\_\_

Fire \_\_\_\_\_ Date \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Plan Review Fee \$ \_\_\_\_\_

Zoning Fee \$ \_\_\_\_\_

SAC Fee \$ \_\_\_\_\_

WAC Fee \$ \_\_\_\_\_

#### **Payment Info:**

Payment received by \_\_\_\_\_

Cash \_\_\_\_\_ Ck # \_\_\_\_\_ Last 4 CC# \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date \_\_\_\_\_

Surcharge Fee \$ \_\_\_\_\_

**Total Fee \$** \_\_\_\_\_

# Detached Garage Permit Submittal Documents

## Required Documents:

1. Building Permit Application
2. Garage Plan Details (*separate document, part of required submittals*)
3. Building Plans
4. Site Plan

**NOTE:** All permit application documents should be turned in at the same time, otherwise partial submittals can often cause delays in the plan review process.

**Building Permit Application:** Describe proposed work, site location, contractor and owner contact information, contractor state license number, valuation estimate, signature and date of permit applicant.

**Garage Plan Details Form:** Fill out completely as part of the submittal package.

**Building Plans:** Show in detail the extent of all proposed work not listed on the Garage Plan Details Form.

**Site Plan:** Identify location, type and size of existing and proposed new structures with distances to property lines. Show locations of septic tanks, drain field and *alternate drain field site*. Identify easements and wetland areas if known.

**License Requirements:** Applicants must be property owner or Licensed Contractor.

**State Building Code Information:** The MN State Residential Code can be viewed on the Department of Labor and Industry web site.



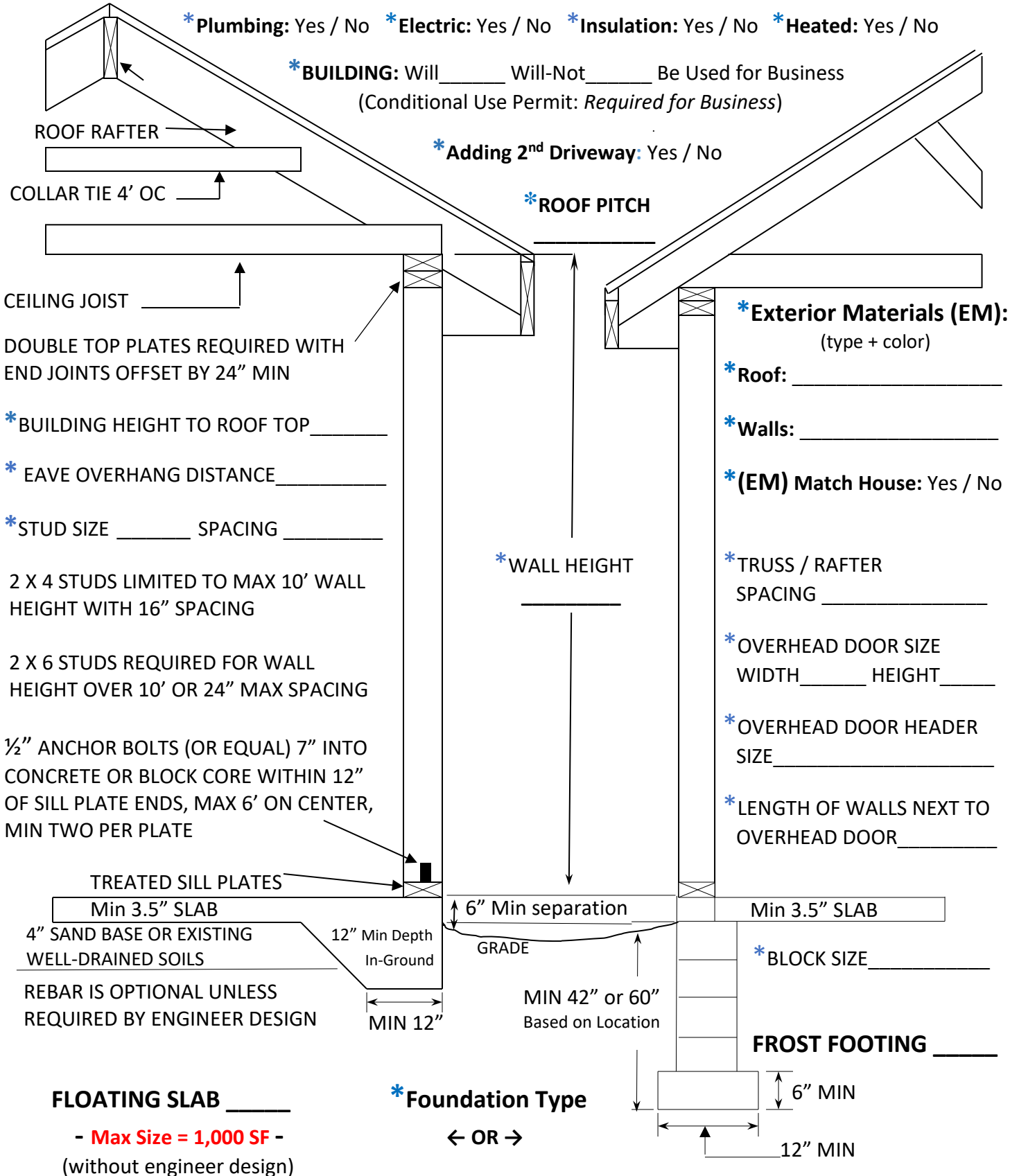
Accuracy – Efficiency – Uniformity

# Garage Permit Supplement

Fill in all areas marked with \*

\* **ADDRESS:** \_\_\_\_\_

\* **SIZE:** LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ TOTAL SF \_\_\_\_\_ BUILDING USED FOR: \_\_\_\_\_



## Certificate of Survey/Site Plan Requirements

### What is the purpose of a survey or site plan?

To determine if the addition of a proposed new structure or modification of an existing structure will comply with local zoning regulations.

### When is a survey or site plan needed?

A survey is typically required for new home construction. Site plans are sufficient in most cases for additions, detached accessory buildings and garages, decks, fences, retaining walls, and other exterior projects.

### What kind of information is required on a survey or site plan?

Required Information	Survey	Site Plan
Address of Property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal property description: lot, block, subdivision name.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street name and all adjacent street names.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Benchmark and location of benchmark, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Complete name, address, and phone number of engineering/surveying firm.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minnesota Registered Surveyor number and signature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lot dimensions and distance, including front, side yard, and rear yard setbacks from proposed new structure.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed location, type and size of new structures built or moved on the property.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance from drainage, utility easements or wetlands to the proposed structures and wetland delineation, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location type, and size of <b>ALL</b> existing structures and buildings on the property.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location, dimension, and percentages of all impervious surfaces including sidewalks, asphalt, class-5 gravel areas, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Building coverage percentage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Location and distance to septic tanks, drain field, alternate drain field site and well. Primary and secondary sites shown per grading plan. Final design and location determined by licensed septic designer and shown on final septic plan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location of stakes established by the surveyor along each side lot line at the proposed front and rear building line. Once the stakes are established by the surveyor they shall be the responsibility of the permit applicant to keep them maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grade Elevations which must include the following: <input checked="" type="checkbox"/> <b>Existing</b> and <b>proposed</b> elevations at each lot corner. <input checked="" type="checkbox"/> Crown of street at each lot line extended, or top of curb/edge. <input checked="" type="checkbox"/> <b>Existing</b> and <b>proposed</b> elevations at all major corners of proposed structure. <input checked="" type="checkbox"/> Proposed lowest floor (per approved grading plan). <input checked="" type="checkbox"/> Proposed garage floor. <input checked="" type="checkbox"/> Proposed top of foundation. <input checked="" type="checkbox"/> The top and toe of all other slopes. <input checked="" type="checkbox"/> The proposed mid-point or proposed critical point along each property line, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Soil borings showing depth to mottled soil at the building site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List of symbols, north arrow, drainage arrow and scale.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conservation Easement, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flood Zone, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ordinary High Water Level (OHWL), if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location of primary and secondary septic drain field, if applicable - as shown on grading plan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Well location, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Width of driveway at right of way line.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Any easements of record (public or private).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>