



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371



Building Application

Permit # _____

Submit Applications to: 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 #: _____

	Accessory Building	Addition	Alteration/Remodel
	Basement Finish	Deck	Other

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 _____

Permit Fee \$ _____

Zoning _____ Date _____

Plan Review Fee \$ _____

Engineering _____ Date _____

Zoning Fee \$ _____

Fire _____ Date _____

SAC Fee \$ _____

Payment Info:

Payment received by _____

WAC Fee \$ _____

Cash _____ Ck # _____ Last 4 CC# _____

Surcharge Fee \$ _____

Receipt #: _____ Date _____

Total Fee \$ _____

Post Frame Permit Submittal Documents

Required Documents:

1. Building Permit Application
2. Post Frame Permit Supplement (separate required document)
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.

Post Frame Permit Supplement 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 Post Frame Permit Supplement 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. *Please see Certificate of Survey/Site Plan Requirements check list for full details.*

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 website.



Accuracy - Efficiency - Uniformity

POST FRAME PERMIT SUPPLEMENT

APPLICANT NAME: _____ SIGNATURE: _____

JOBSITE ADDRESS: _____ Date: _____

BUILDING DETAILS

Size of Building: Width _____ x Length _____ = _____ Square Feet

Sidewall Height: _____ Height to Peak: _____ Eave Overhang Distance: _____

Pole uplift prevention method used: _____

Poles: Laminated _____ or, Solid _____ Size _____

Sidewalls Post Spacing: _____ End Walls Post Spacing: _____

Wall Girts: type _____ size _____ spacing _____

Roof Purlins: type _____ size _____ spacing _____

Footings Depth: _____ Sidewall Footings: diameter _____ thickness _____

End Wall Footings: diameter _____ thickness _____

Exterior Materials (*type & color*) Roof: _____

Exterior Materials (*type & color*) Walls: _____

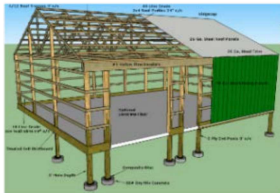
Exterior Materials (*match the house*): Yes No

Building: will will-not be used for business (Conditional Use Permit required for business)

Building will be used for: _____ Adding 2nd Driveway: Yes No

Circle Yes or No for the following. If Yes for Plumbing, Heating or Insulation, please describe.

Electricity ^{Yes No} Plumbing ^{Yes No} Heating ^{Yes No} Insulation ^{Yes No} Concrete Slab ^{Yes No}



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Revised 6-29-2023

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 ALL 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"/> Existing and proposed 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"/> Existing and proposed 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"/>