



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	New Construction	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 _____

Zoning _____ Date _____

Engineering _____ Date _____

Fire _____ Date _____

Permit Fee \$ _____

Plan Review Fee \$ _____

Zoning Fee \$ _____

SAC Fee \$ _____

WAC Fee \$ _____

Surcharge Fee \$ _____

Total Fee \$ _____

Payment Info:

Payment received by _____

Cash _____ Ck # _____ Last 4 CC# _____

Receipt #: _____ Date _____

Deck Plan Details - *fill in all blanks

*Site Address _____

*Deck Width _____

*Joist Length _____

*Beam Size _____

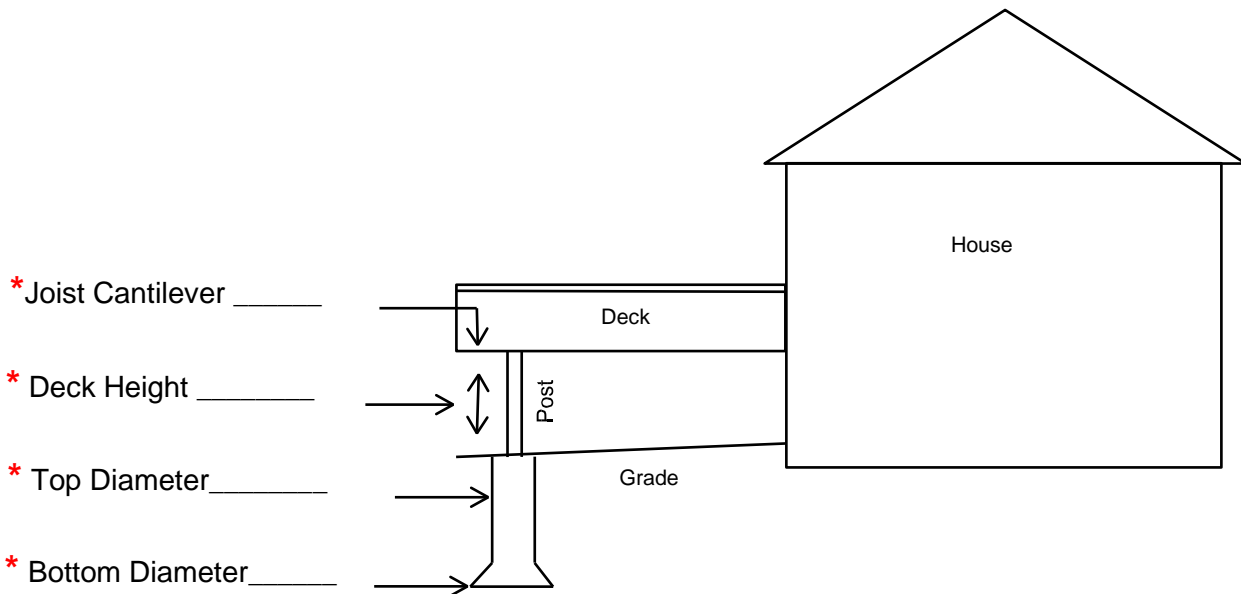
*Joist Size _____

*Post Size _____

*Joist Spacing _____

*Post Spacing _____

*Number of Posts _____



APPLICATION CHECKLIST: - *answer all questions

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | * Is a future porch being considered? |
| <input type="checkbox"/> | <input type="checkbox"/> | * Will there be a hot tub or spa on the deck? |
| <input type="checkbox"/> | <input type="checkbox"/> | * Is deck attached to a house cantilever? <i>If yes, provide special design.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | * Is a guardrail required (over 30 inches above grade)? |
| <input type="checkbox"/> | <input type="checkbox"/> | * Is a handrail required on the stairs (4 or more risers)? |
| <input type="checkbox"/> | <input type="checkbox"/> | * Does deck site plan show distance to property lines and buildings? |
| <input type="checkbox"/> | <input type="checkbox"/> | * Using composite deck materials? If yes, identify _____ |

Deck Permit Submittal Documents

Required Documents:

1. Building Permit Application
2. Deck 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.

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

Building Plans: Show in detail the extent of proposed work to include locations of posts, footings, beams, stairs, house cantilever if used and direction of floor joists.

Site Plan: Show 1) how deck is oriented and attached to house, 2) distances to side and rear lot lines, septic tanks, drain field and well.

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

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



Site Plan Requirements

What is the purpose of a Site Plan?

A Site Plan is an overhead view of everything within a property's boundaries, including existing and proposed structures, as well as additional features such as driveways, walkways, gardens, patios, accessory buildings, facilities, etc. A Site Plan can be hand-drawn or electronically generated but should be as close to scale as possible. A Site Plan will be reviewed to ensure the proposed improvements comply with all required codes, setbacks and impervious surfaces.

When is a Site Plan needed?

Site Plans are needed for most additions, detached accessory buildings and garages, decks, fences, retaining walls, and other exterior projects.

What kind of information is required on a Site Plan?

Before submitting a Site Plan for review, please ensure that all the items listed below are included. Omitting **any** of these items will result in the Site Plan being returned to the applicant for revisions, which **will delay the review process.**

Required Information	Site Plan
Address of Property or Full Legal Description	<input type="checkbox"/>
Street name and ALL adjacent street names	<input type="checkbox"/>
Proposed location of new improvements and distance to ALL property lines	<input type="checkbox"/>
Location and size of ALL existing structures on the property.	<input type="checkbox"/>
Location and dimensions of ALL impervious surfaces (i.e. sidewalks, asphalt, class-5 gravel, accessory buildings, etc.) <i>if the property is under 5 acres</i>	<input type="checkbox"/>
Location and distance to septic tanks (N/A if connected to municipal utilities)	<input type="checkbox"/>
Location and distance to well (N/A if connected to municipal utilities)	<input type="checkbox"/>
Location and distance to drainfield (N/A if connected to municipal utilities)	<input type="checkbox"/>
Identification and distance to the alternate drain field - homes built after 1996 will have 2 drain fields. (N/A if connected to municipal utilities)	<input type="checkbox"/>
Width of driveway at the right of way and dimensions/sq feet (if a new driveway is being installed)	<input type="checkbox"/>
Location & distance from all easements (i.e. driveway, utility, drainage, wetland, conservation, etc.)	<input type="checkbox"/>