



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
	New Construction		

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 \$ _____

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 and drain field.

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.



Accuracy – Efficiency – Uniformity

Deck Plan Details

Fill in the blanks

Deck Width _____

Joist Length _____

Beam Size _____

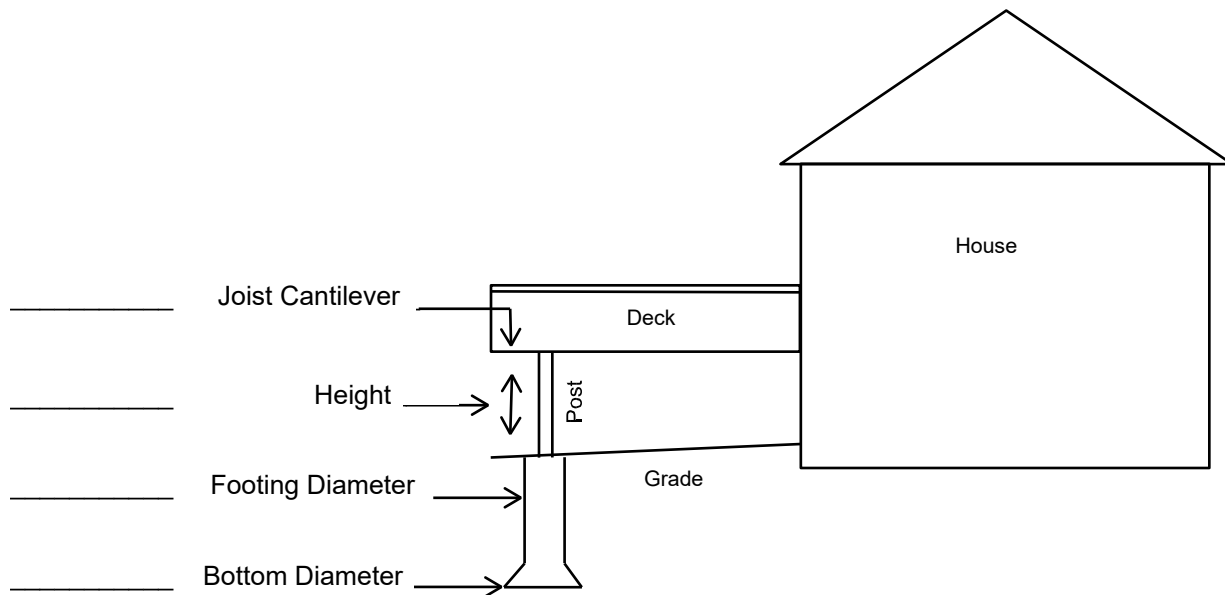
Joist Size _____

Post Size _____

Joist Spacing _____

Post Spacing _____

Number of Posts _____



APPLICATION CHECKLIST:

Address _____

Yes No

- 1. Is a future porch being considered?
- 2. Will there be a hot tub or spa on the deck?
- 3. Is deck attached to a house cantilever? If yes, provide special design.
- 4. Is a guardrail required (over 30 inches above grade)?
- 5. Is a handrail required on the stairs (4 or more risers)?
- 6. Does deck site plan show distance to property lines and buildings?
- 7. Using composite deck materials? If yes, identify _____



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?

Prior to submitting a site plan or survey for review, please ensure that all items that are checked below are included on the survey or site plan. If it is not included, the plan will be sent back to the permit applicant for revisions which **will delay** the plan review process.

Required Information	Survey	Site Plan
Address of Property or Full Legal Description	<input checked="" type="checkbox"/>	<input checked="" 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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance from all easements of record.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance from wetlands and wetland delineation, if applicable.		
Location type, and size of ALL existing structures and buildings on the property.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location, dimension, and percentage of ALL impervious surfaces (i.e. sidewalks, asphalt, class-5 gravel, accessory buildings, etc.) if under 5 acres.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance to septic tanks.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and distance to drainfield.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Required Information	Survey	Site Plan
Location and distance to well.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identify location of alternate drainfield site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grade Elevations which must include the following: <ul style="list-style-type: none"> <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 (i.e. north arrow, drainage arrow).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identification of scale (i.e. 30 ' = one inch)	<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"/>
Width of driveway at the right of way line.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide a note that indicates the septic sites are to be marked and protected prior to and during all construction activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>