



# 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 \$ \_\_\_\_\_

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

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

#### **Payment Info:**

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

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

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

# 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, well 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 website.



Accuracy – Efficiency – Uniformity



## 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 <b>ALL</b> adjacent street names	<input type="checkbox"/>
Proposed location of new improvements and distance to <b>ALL</b> property lines	<input type="checkbox"/>
Location and size of <b>ALL</b> existing structures on the property.	<input type="checkbox"/>
Location and dimensions of <b>ALL</b> impervious surfaces (i.e. sidewalks, asphalt, class-5 gravel, accessory buildings, etc.) <b>if the property is under 5 acres</b>	<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 <b>alternate</b> 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"/>