



# 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 #: \_\_\_\_\_

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 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\_\_\_\_\_

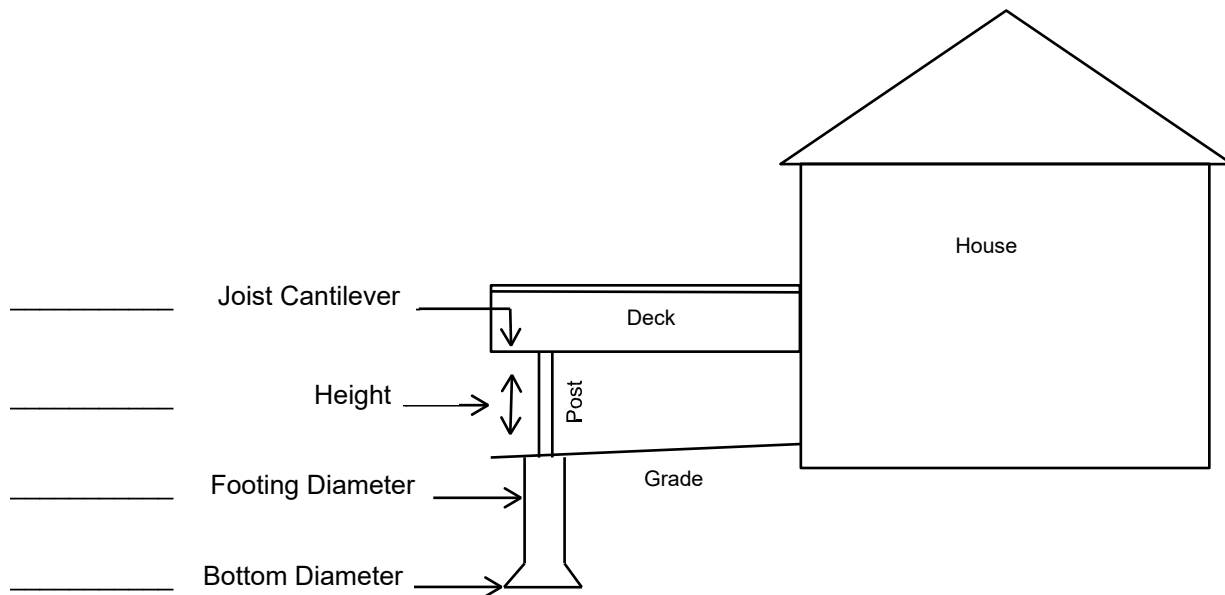
Joist Size\_\_\_\_\_

Post Size\_\_\_\_\_

Joist Spacing\_\_\_\_\_

Post Spacing\_\_\_\_\_

Number of Posts\_\_\_\_\_



## APPLICATION CHECKLIST:

Address\_\_\_\_\_

Yes No

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



Accuracy – Efficiency – Uniformity

# Site Plan

## Frequently Asked Questions

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

To determine if the addition of a proposed new structure or modification of an existing structure will comply with local zoning regulations. Exterior projects require a zoning review. The site plan can be on an existing survey or proportional hand drawn sketch.

### What is the purpose of a zoning review?

To ensure the application and supporting documents describing the proposed work will comply with zoning regulations for property line setbacks and the number, type, size, location and use of all buildings. A zoning review is the first step in the permit application review process.

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

A certificate of survey or "to scale" site plan is preferred and, in some cases, may be required. Depending on the type of permit applied for, a site plan may be hand drawn or digitally sketched on an aerial photo if the following items are proportionately shown on the site plan:

1. Lot dimensions identified and distances of structures and accessory buildings to property lines and other structures.
2. Location, type and size of **all** existing structures and buildings on the property.
3. Proposed location, type and size of new structures built or moved on the property.
4. Location and dimensions of existing driveway and any other impervious surfaces, including sidewalks, asphalt, class-5 gravel areas, etc.
5. Location of utility easements or wetlands, and distance of proposed structures from said easements and or wetlands.
6. Location of septic tanks, drain field, *alternate drain field site* and well with the distances of these to the closest structures, impervious surfaces and/or property lines.

**Note:** Site plans with all required information ensure a faster review.



Accuracy-Efficiency-Uniformity