



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 _____

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.

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

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.

