



# 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 \_\_\_\_\_

# Detached Garage Permit Submittal Documents

## Required Documents:

1. Building Permit Application
2. Garage 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 of permit applicant.

**Garage Plan Details 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 Garage Plan Details 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 web site.



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# Garage Permit Supplement

Fill in all areas marked with \*

\***ADDRESS:** \_\_\_\_\_

\***SIZE:** LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ TOTAL SF \_\_\_\_\_

\***Plumbing,** Yes \_\_\_\_\_ No \_\_\_\_\_ \***Electric,** Yes \_\_\_\_\_ No \_\_\_\_\_

\***Insulation,** Yes \_\_\_\_\_ No \_\_\_\_\_ \***Heated,** Yes \_\_\_\_\_ No \_\_\_\_\_

Diagram illustrating the required components and measurements for a garage structure:

**Roof Components:**

- ROOF RAFTER
- COLLAR TIE 4' OC
- CEILING JOIST
- DOUBLE TOP PLATES REQUIRED WITH END JOINTS OFFSET BY 24" MIN
- Hand Framed roof trusses
- Engineered roof trusses
- ROOF PITCH

**Wall Components:**

- STUD SIZE \_\_\_\_\_ SPACING \_\_\_\_\_
- 2 X 4 STUDS LIMITED TO MAX 10' WALL HEIGHT WITH 16" SPACING
- 2 X 6 STUDS REQUIRED FOR WALL HEIGHT OVER 10' OR 24" MAX SPACING
- 1/2" ANCHOR BOLTS (OR EQUAL) 7" INTO CONCRETE OR BLOCK CORE WITHIN 12" OF SILL PLATE ENDS, MAX 6' ON CENTER, MIN TWO PER PLATE
- TREATED SILL PLATES
- Min 3.5" SLAB
- 4" SAND BASE OR EXISTING WELL-DRAINED SOILS
- REBAR IS OPTIONAL UNLESS REQUIRED BY ENGINEER DESIGN
- 12" Min Depth in-ground
- MIN 12"

**Foundation Components:**

- 6" Min separation
- GRADE
- MIN 42" or 60" Based on Location
- 8" MIN
- 12" MIN

**Exterior Materials: (type & color)**

**Roof:** \_\_\_\_\_

**Walls:** \_\_\_\_\_

\***TRUSS / RAFTER SPACING** \_\_\_\_\_

\***OVERHEAD DOOR SIZE** WIDTH \_\_\_\_\_ HEIGHT \_\_\_\_\_

\***OVERHEAD DOOR HEADER SIZE** \_\_\_\_\_

\***LENGTH OF WALLS NEXT TO OVERHEAD DOOR** \_\_\_\_\_

\***BLOCK SIZE** \_\_\_\_\_

\***FROST FOOTING** \_\_\_\_\_

**Indicate Foundation Type**

**\*BUILDING HEIGHT TO ROOF TOP** \_\_\_\_\_

**\*WALL HEIGHT** \_\_\_\_\_

**\*FLOATING SLAB** \_\_\_\_\_

**- Max Size = 1,000 SF -**  
(without engineer design)

**←OR→**

# 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.



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