



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

Approvals:

Date all required information was received: _____

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.



Accuracy – Efficiency – Uniformity

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 components and measurement points 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.
- Trusses:** Hand Framed roof trusses, Engineered roof trusses.
- Measurements:** * BUILDING HEIGHT TO ROOF TOP _____, * STUD SIZE _____ SPACING _____, * WALL HEIGHT _____, * ROOF PITCH _____.
- Wall Requirements:** 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.
- Foundation Requirements:** 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.
- Foundation Details:** 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", 6" Min separation, GRADE, MIN 42" or 60" Based on Location.
- 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 _____
- 8" MIN
- 12" MIN

***FLOATING SLAB** _____

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

Indicate Foundation Type
←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.



Accuracy-Efficiency-Uniformity