



# Miscellaneous Building Permit Application

PLEASE PRINT CLEARLY

Date: \_\_\_\_\_ Type:  Residential  Commercial

The Applicant Is:  Owner  Contractor  Architect

**Site Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Legal Description:**

Subdivision \_\_\_\_\_ Lot \_\_\_\_ Block \_\_\_\_ PID \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contractor:**

Company Name: \_\_\_\_\_

License / Bond: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Describe Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Job Valuation \$: \_\_\_\_\_

- This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
- I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

City Use Only
Permit #:
Date:
Permit Fee:
Plan Check Fee:
Investigative Fee:
Plumbing Fee:
Mechanical Fee:
Fireplace Fee:
Water Access Charge:
Sewer Access Charge:
Water Meter Fee:
Lawn Escrow:
Water / Sewer Install:
Other:
Other:
LUP Refund:
Surcharge Fee:
Total:

Signature of Contractor/ Responsible Party \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by Building Inspector / Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information / Receipt**

Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Card	Date: _____	Total Due: _____
<b>Paid By:</b> _____	<b>Total Amount Paid:</b> _____	

**\*\* BUILDING PERMITS  
WILL BE PAID FOR AT  
PICK-UP\*\***

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

**STAFF USE ONLY**

**Date Submitted**

**Code Analysis**

<input type="checkbox"/> Owner Verified	<input type="checkbox"/> PID Number on Permit
<input type="checkbox"/> Signed by applicant	<input type="checkbox"/> Business License Verified
	<input type="checkbox"/> Complete

Type of Construction	
Use of Building	
Occupancy Group	
Occupancy Load	

**Electronic Copies**

<b>Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Location:</b>	

**Required Review Signatures**

\_\_\_\_\_  
City Planner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer Approval

\_\_\_\_\_  
Date

<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Needs more Info	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<input type="checkbox"/> Approved <input type="checkbox"/> Approval Attached <input type="checkbox"/> Denied <input type="checkbox"/> Needs more Info	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**Application Complete**

**Date**

# PERMIT CHECKLIST

This checklist does not contain all of the requirements of the Minnesota State Building Code or City of Becker Ordinances.

To facilitate your project and the permit process please make sure all components of the application are **completed** prior to submittal. Permitting time will depend on the complexity of the work and the completeness of the document submittals. Please allow up to **one week** for review and issuance of the permit. If you have questions or concerns regarding building code, Metro West (763-684-0383) will be happy to speak with you to answer questions.

**THE FOLLOWING IS A LIST OF REQUIRED DOCUMENTS DUE AT THE TIME OF SUBMITTAL. TO AVOID DELAY, CAREFULLY READ ALL INSTRUCTIONS AND CHECK EACH BOX AS YOU COMPLETE, ATTACHING EACH DOCUMENT. YOUR APPLICATION IS NOT DEEMED COMPLETE UNTIL ALL OF THE FOLLOWING ITEMS HAVE BEEN RECEIVED!**

- Electrical Permits (if required) are given by a state electrical inspector*
- Building Permit Application*
- Two (2) paper sets of building plans drawn to scale (see 1.4 for example)*
- Certificate of Survey (see 1.1 and 1.2), unless the following statements can be met. If all of the following statements are true then a detailed site plan (that contains and shows all information shown below) may be submitted in place of the survey. If any of the following statements are not true a survey is REQUIRED.*
  - Does not change the site topography.
  - Does not change drainage patterns.
  - Does not force drainage onto adjoining properties.
  - Site is not located within the 100-year floodplain.
  - Accessory Structure complies with all zoning district setbacks and easements of record.

**Detailed Site Plan (see 1.3 Detailed Site Plan Example) (must show all following information)**

- I \_\_\_\_\_, do swear that I am the said property(s) owner and that the proposed structures, as submitted herein via required documentation, will not change site topography, drainage patterns or force drainage onto adjoining properties now or in the future. In addition, I do swear that the proposed site is not located within the 100-year floodplain and complies with all easements of record.

*Only one of the lines (Property Owner or Contractor) should be signed and dated. Whomever is responsible for completing the permitted work as submitted must sign the appropriate line below.*

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

- Written document, signed and dated by the property owner/s, stating the proposed structures will not change site topography, drainage patterns or force drainage onto adjoining properties. In addition that the site is not located within the 100-year floodplain.
- Scale of Drawing
- North Arrow
- Legal Description of the property
- Names of all abutting streets
- Location and dimensions of all existing and proposed buildings

- Location and dimensions of all existing and proposed accessory structures
- Location and dimensions of all existing and future garages and deck locations
- Outside dimensions of the existing accessory structure
- Outside dimensions of the proposed additions (including decks, porches, stairways, fireplaces, bay and bow windows).
- (If Necessary) Should the proposed addition be set close to an apparent lot line, and the Building Official and/or Zoning Administrator is not able to determine the setback, the applicant is responsible (via property corners or registered land surveyor) to prove the exact location of the existing lot line, and that the structure will not encroach within the required setback area.

**Electronic submission of all documents larger than 8.5"x11" to [permits@ci.becker.mn.us](mailto:permits@ci.becker.mn.us).**

- o The subject line of the email shall include the Property Address / PID # and Builder Name

**Other information requested by the City and reasonably necessary for adequate review and evaluation of the proposed activity for which the building permit is being requested.**

**Please initial here: (once you have read the building permit, attached all required documents and marked each check box)**

\_\_\_\_\_ **Initials**

\_\_\_\_\_ **Date**

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Contact City of Becker with any questions (763-200-4239)

**Submit completed building permit applications to:**

**City of Becker, 12060 Sherburne Ave SE, Becker MN 55308**

Hours: Monday – Friday, 8:00AM – 4:30PM

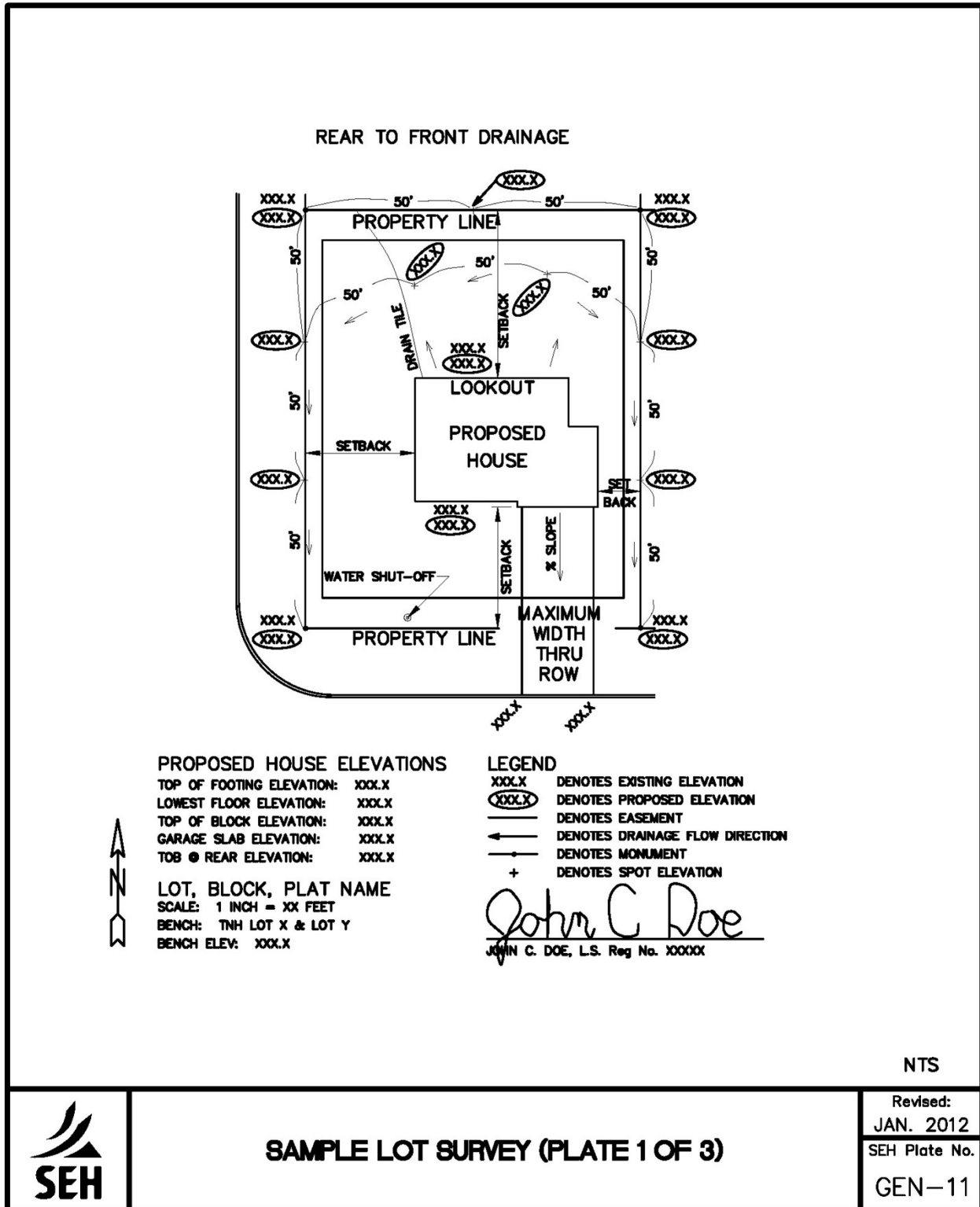
# I.I - CERTIFICATE OF SURVEY CHECKLIST

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- All surveys must be certified by a Minnesota Registered Land Surveyor. Civil Engineers may certify topographic surveys. All of the following information is **REQUIRED to be shown on survey!**
- Scale of drawing
- North Arrow
- Legal Description of the property
- Dimensions of all lot lines
- Dimensions of all easements of record
- Location of all utilities (as shown on the recorded plat)
- Names of all abutting streets
- Location of all existing and proposed buildings, accessory structures and future garage and deck locations
- Outside dimensions of the proposed structure (including decks, porches, stairways, fireplaces, and bay and bow windows)
  - Outside dimensions of the proposed structure must be staked on the lot for the building official to inspect.
    - Stakes become the responsibility of the building permit applicant once established by the surveyor.
- Location of stakes established by the surveyor along each side lot line
  - Maintenance of these stakes becomes the responsibility of the building permit applicant once established by the surveyor
- Grade elevations of each lot corner (both existing and proposed elevations)
- Grade elevations of the center of existing or proposed street at each lot line extended and at the driveway.
- Grade elevations of proposed grades around buildings
- Grade elevations of proposed grades around the driveway
- Grade elevations of the proposed grades around retaining walls and walkout (if applicable)
- Proposed floor elevations: (Such elevations may be based on assumed data but shall be tied by the surveyor to a specified benchmark, if there is a known N.G.V.D. within a one-half mile distance. In either case, a benchmark description shall be given on the drawing.
  - Basement
  - Top of foundation
  - Garage
- Proposed disposal of drainage and surface water, indicating direction of surface water drainage by arrows.
  - This must concur with any existing subdivision drainage plan
- Garage noted along with driveway position and percent slope
- Existing wetlands, ponds, streams and lakes
  - For ponds and lakes, the normal water level and the 100-year flood elevation must be indicated on the survey.
- Location of sewer and water connections
  - If stubs for city water and sewer are available at the lot, the location, size and elevation shall be shown on the survey.
  - If stubs are not available at the lot, should survey to determine elevation of inverts of nearest manholes up and down stream of the proposed building and show proposed location on the survey.
  - In the case of private septic systems and wells, location of each shall be shown on the plan as approximate and septic system drain field laid out on the plan with proposed elevations.

# I.2 - CERTIFICATE OF SURVEY EXAMPLE

(see I.1 for all required survey information)

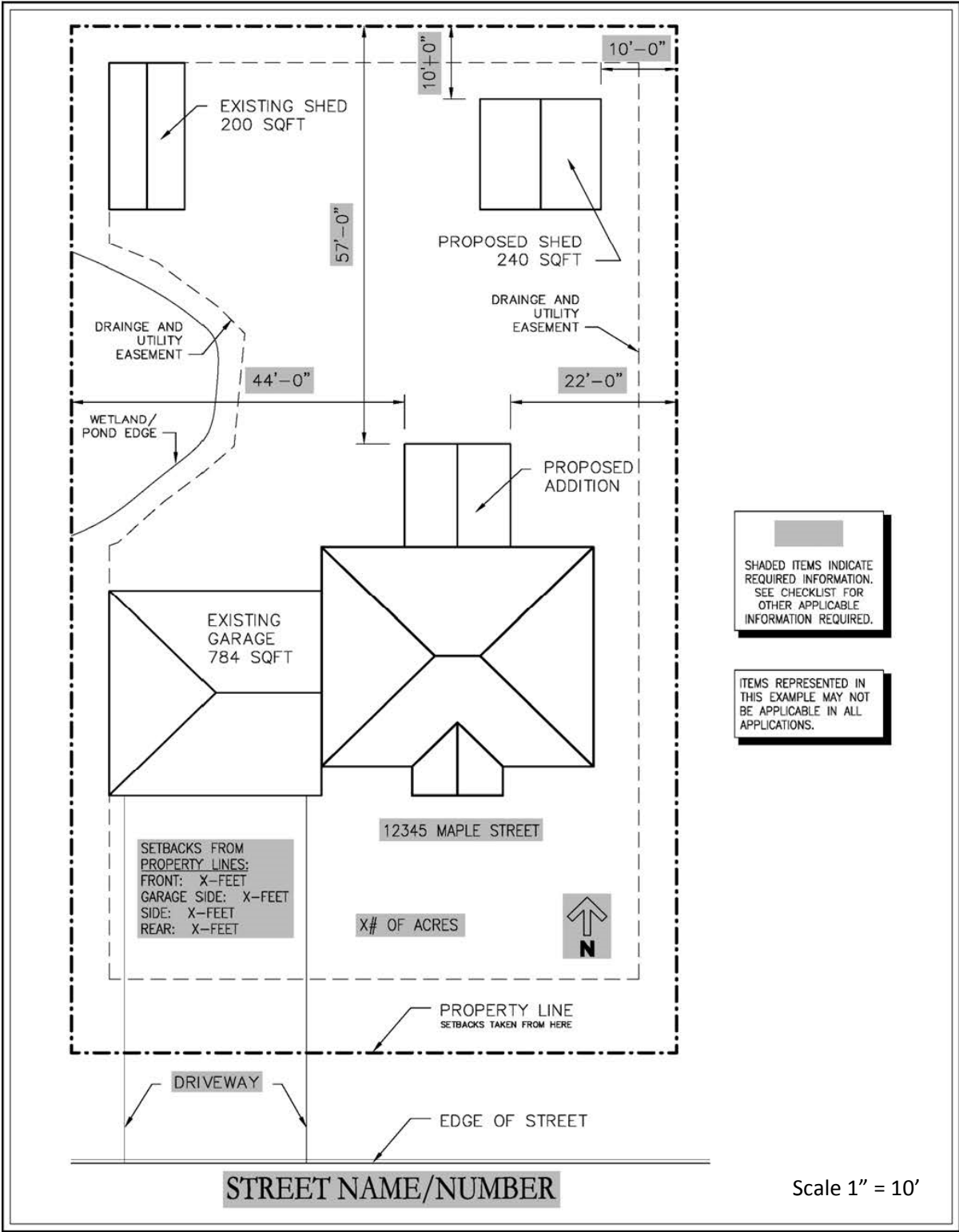


**SAMPLE LOT SURVEY (PLATE 1 OF 3)**

Revised:  
 JAN. 2012  
 SEH Plate No.  
 GEN-11

# I.3 – DETAILED SITE PLAN EXAMPLE

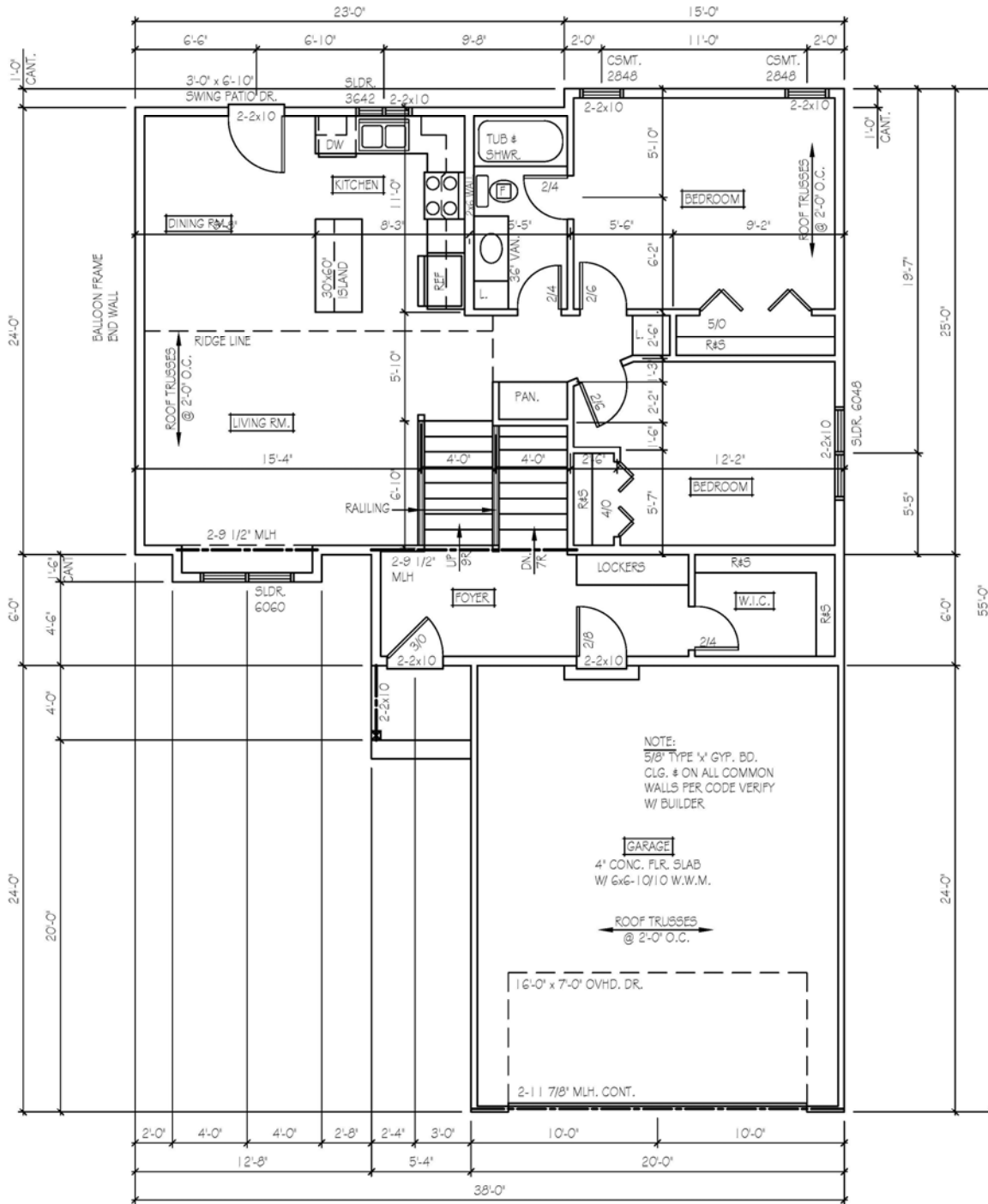
(MUST! be drawn to scale and show all information listed in the permit checklist)



# I.4 – SAMPLE BUILDING PLAN

(Plans do not need to be professionally or computer drawn (although recommended) but **MUST!** be drawn to scale)

(The following drawing does not show all requirements for building plans. Consult with Building Inspector or Contractor before submitting to make sure you have shown all required elements)



- NOTES:**
- 1) HEADERS AT EXTERIOR DOORS & WINDOWS TO BE SIZED BY SUPPLIER
  - 2) SMOKE DETECTORS AS REQ'D PER CODE
  - 3) SLIDER WINDOWS (UNIT SIZES INDICATED IN INCHES)- VERIFY WINDOW MANUF. W/ BUILDER