



Single Family or Multi-Family Residence (All Acreages)

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: Check Cash Card Date: _____ Total Due: _____

Paid By: _____ **Total Amount Paid:** _____

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

Check #: _____

STAFF USE ONLY

Date Submitted

Code Analysis

Type of Construction	<input type="text"/>
Use of Building	<input type="text"/>
Occupancy Group	<input type="text"/>
Occupancy Load	<input type="text"/>

<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

Electronic Copies

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

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

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 1.3 for example)**
- Certificate of Survey (see 1.1 and 1.2) is REQUIRED.**
- New Construction Energy Code N1101.8 Compliance Certificate / Passive Radon System Detail**
- Electronic submission of all documents larger than 8.5"x11" to permits@ci.becker.mn.us.**
 - The subject line of the email shall include the Property Address / PID # and Builder Name
- Other documentation and 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.**
- ❖ **As built survey. (submitted upon completion of construction and before certificate of occupancy issued)**
 - Required for all New Home Constructions on five (5) acres or less. Must be submitted to city hall for review prior to receiving a certificate of occupancy. Please allow up to a week for review prior to scheduling a closing. As built surveys depicting elevations lower than what was approved may not be granted certificates of occupancy.*
- ❖ **The City reserves the right to deny building permits for specific home styles based on the physical limitations of a given lot. This reservation is made based on a limitation of drainage of the plat in general. In addition, permits may not be granted based on limitations of sewer availability for a specific style of home. As an example, a building permit will not be granted for a walk out basement when the lot was designed for a split or a rambler lookout. Builders wishing to build a structure other than an approved style listed on the grading certificate must employ an engineer to certify all aspects of the proposed design will function in all respects to adequately drain the structure, have no adverse effects on drainage of the plat, have adequate sewer grades and not be subject to flooding or other adverse affects.**
- Must install concrete / asphalt driveway apron to match existing sidewalk or trail material**

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

Initials

Date

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

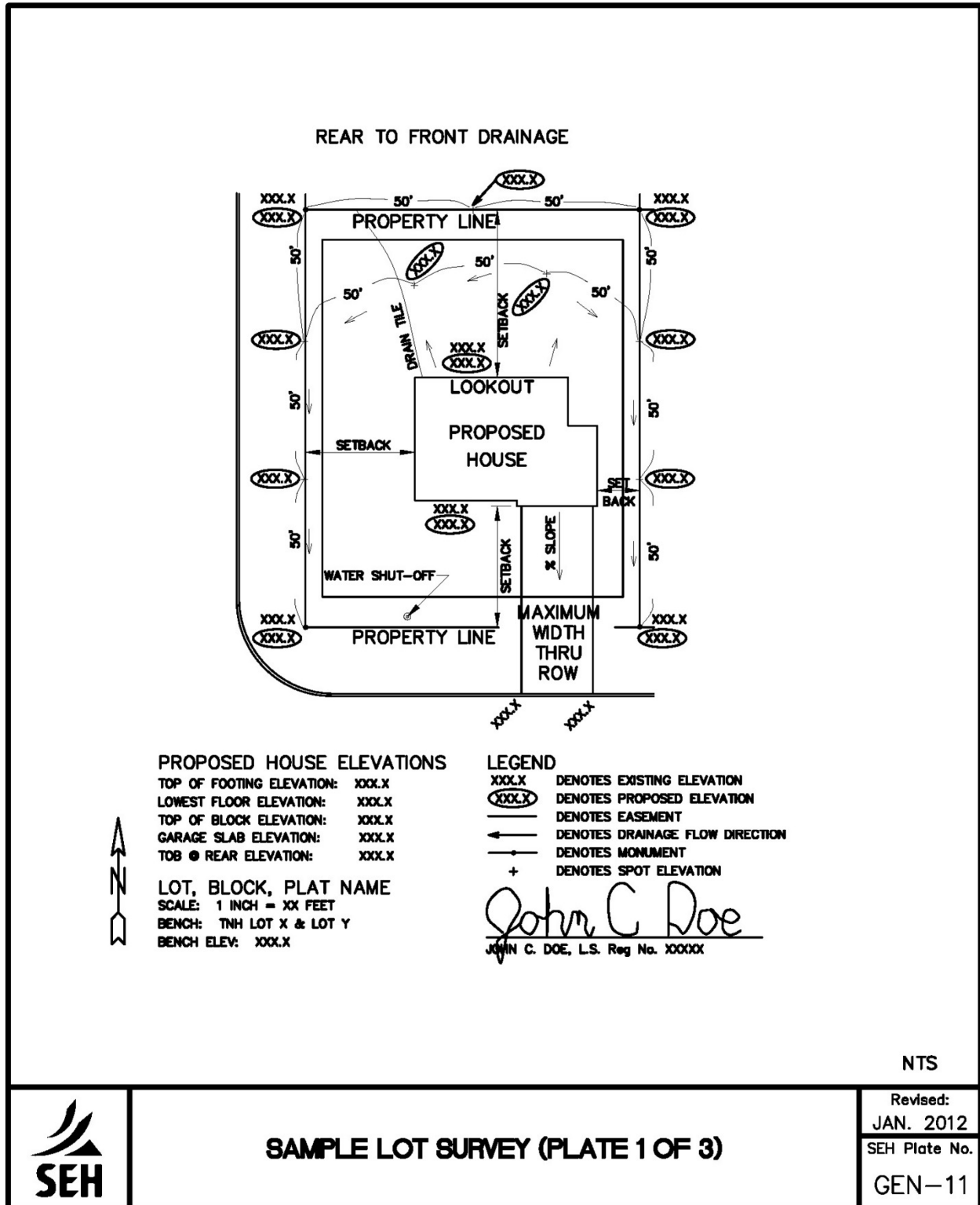
Hours: Monday – Friday, 8:00AM – 4:30PM

I.I - CERTIFICATE OF SURVEY CHECKLIST

- 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)



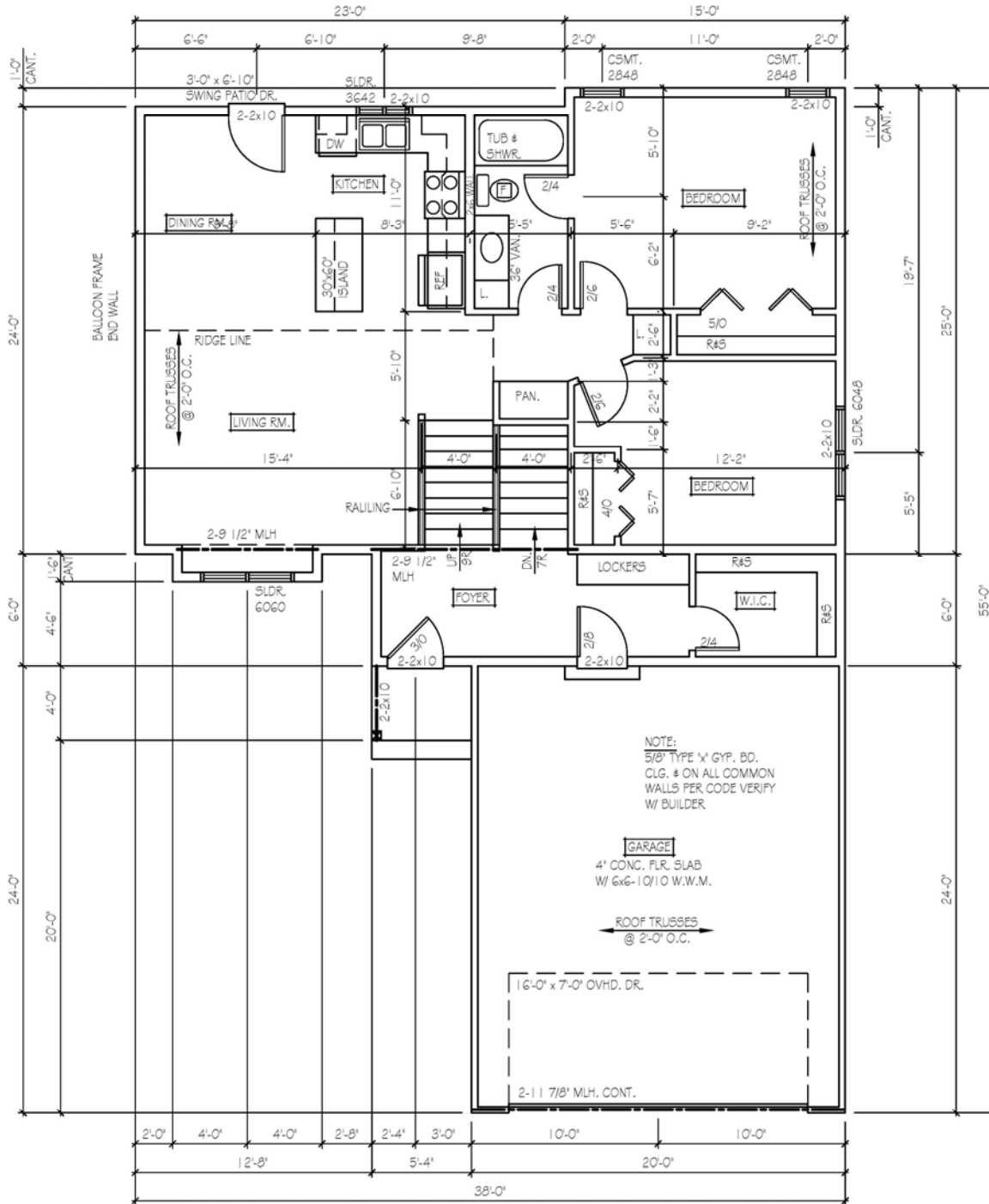
SAMPLE LOT SURVEY (PLATE 1 OF 3)

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

I.3 – 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 & 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

New Construction Energy Code Compliance Certificate

Per N1101.8 Building Certificate. A building certificate shall be posted in a permanently visible location inside the building. The certificate shall be completed by the builder and shall list information and values of components listed in Table N1101.8.

Date Certificate Posted



Mailing Address of the Dwelling or Dwelling Unit	City
Name of Residential Contractor	MN License Number

THERMAL ENVELOPE								RADON SYSTEM	
Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply							Passive (No Fan)
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate
Below Entire Slab									
Foundation Wall									Type in location: interior exterior or integral
Perimeter of Slab on Grade									
Rim Joist (Foundation)									Type in location: interior exterior or integral
Rim Joist (1 st Floor+)									Type in location: interior exterior or integral
Wall									
Ceiling, flat									
Ceiling, vaulted									
Bay Windows or cantilevered areas									
Bonus room over garage									
Describe other insulated areas									

Windows & Doors	Heating or Cooling Ducts Outside Conditioned Spaces
Average U-Factor (excludes skylights and one door) U:	Not applicable, all ducts located in conditioned space
Solar Heat Gain Coefficient (SHGC):	R-value

MECHANICAL SYSTEMS				Make-up Air <i>Select a Type</i>
Appliances	Heating System	Domestic Water Heater	Cooling System	Not required per mech. code
Fuel Type				Passive
Manufacturer				Powered
Model				Interlocked with exhaust device. Describe:
Rating or Size	Input in BTUS:	Capacity in Gallons:	Output in Tons:	Other, describe:
Structure's Calculated	Heat Loss:		Heat Gain:	Location of duct or system:
Efficiency	AFUE or HSPF%		SEER: Calculated cooling load:	Cfm's
				" round duct OR
				" metal duct

Mechanical Ventilation System						Combustion Air <i>Select a Type</i>	
Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):						Not required per mech. code	
<i>Select Type</i>						Passive	
Heat Recover Ventilator (HRV) Capacity in cfm:	Low:		High:		Other, describe:		
Energy Recover Ventilator (ERV) Capacity in cfm:	Low:		High:		Location of duct or system:		
Continuous exhausting fan(s) rated capacity in cfm:							
Location of fan(s), describe:						Cfm's	
Capacity continuous ventilation rate in cfm:						" round duct OR	
Total ventilation (intermittent + continuous) rate in cfm:						" metal duct	