



Septic Tank / Drainfield / Holding Tank Permit Application

STAFF USE ONLY

Date: _____ Permit #: _____ PID #: _____
 Septic Fee \$: _____ Soil Verification Fee \$: _____ Investigative/Other Fee \$: _____
PLEASE PRINT CLEARLY Total Permit Fee \$: _____

The Applicant Is: Owner Installer

Site Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner:

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Installer:

Company Name: _____ Cert. #: _____ Lic. #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____ Cell: _____

System Designer:

Company Name: _____ Cert. #: _____ Lic. #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____ Cell: _____

Type: Residential Commercial **Check One:** New Replacement

Type of System: I II III IV V Yes No

Garbage Disposal: Yes No

Dispersion /Treatment: Trench Mound At-Grade Holding Tank Bed Other: _____

Number of Tanks: _____ Size of Tanks: _____

Separation from Water Well (feet): _____ (Required distance is 50' from deep well and 100' from shallow well.)

I hereby apply for a septic tank, drain field and /or holding tank permit. I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of Becker Township and with the Minnesota Health Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan.

Signature of Existing Homeowner / Septic Installer _____ Print Name _____ Date _____

Approved by Building Inspector / Signature _____ Print Name _____ Date _____

Payment Information / Receipt

Payment Type: Check Cash Card Date: _____ Total Due: _____ Check #: _____

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

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	

County Documents Completed

Land Use Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:
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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="checkbox"/> Approved <input type="checkbox"/> Approval Attached <input type="checkbox"/> Denied <input type="checkbox"/> Needs more Info	_____

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**
- Completed and signed Septic / Drainfield / Holding Tank Permit application.**
 - Application must be **SIGNED BY THE EXISTING HOMEOWNER OR SYSTEM INSTALLER**
- 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.
 - Proposed Structures comply 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) or (contractor) 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.

circle one

Only one of the lines (Property Owner or Contractor) must 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

- 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.
- Two (2) paper sets of building plans drawn to scale (see 1.3)**
- All projects requiring excavation will need a soil boring at the site to verify building three feet above mottling. Report detailing the soil boring findings MUST be submitted with this application.**
- As-built survey or site plan of the installed septic system (see 1.5) showing the existing structures, well location, names of all abutting streets, tank location, drainfield location, dimensions and distance to property lines and any other structures.**
- Electronic submission of all documents larger than 8 ½ x 11 to permits@ci.becker.mn.us. The subject line of the email shall include the Property address / PID # and Builder Name.**

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

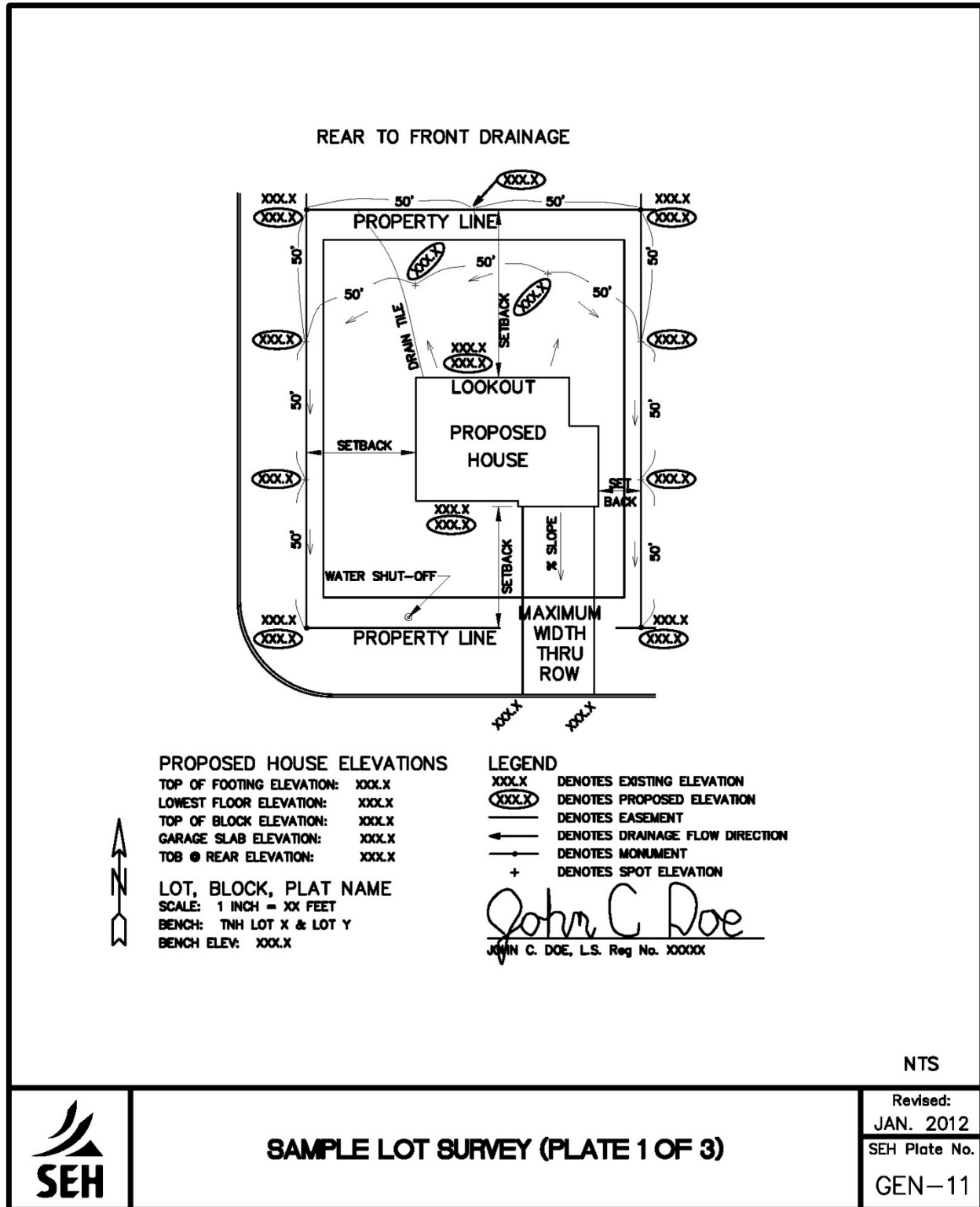
Hours: Monday – Friday, 8:00AM – 4:30PM

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)

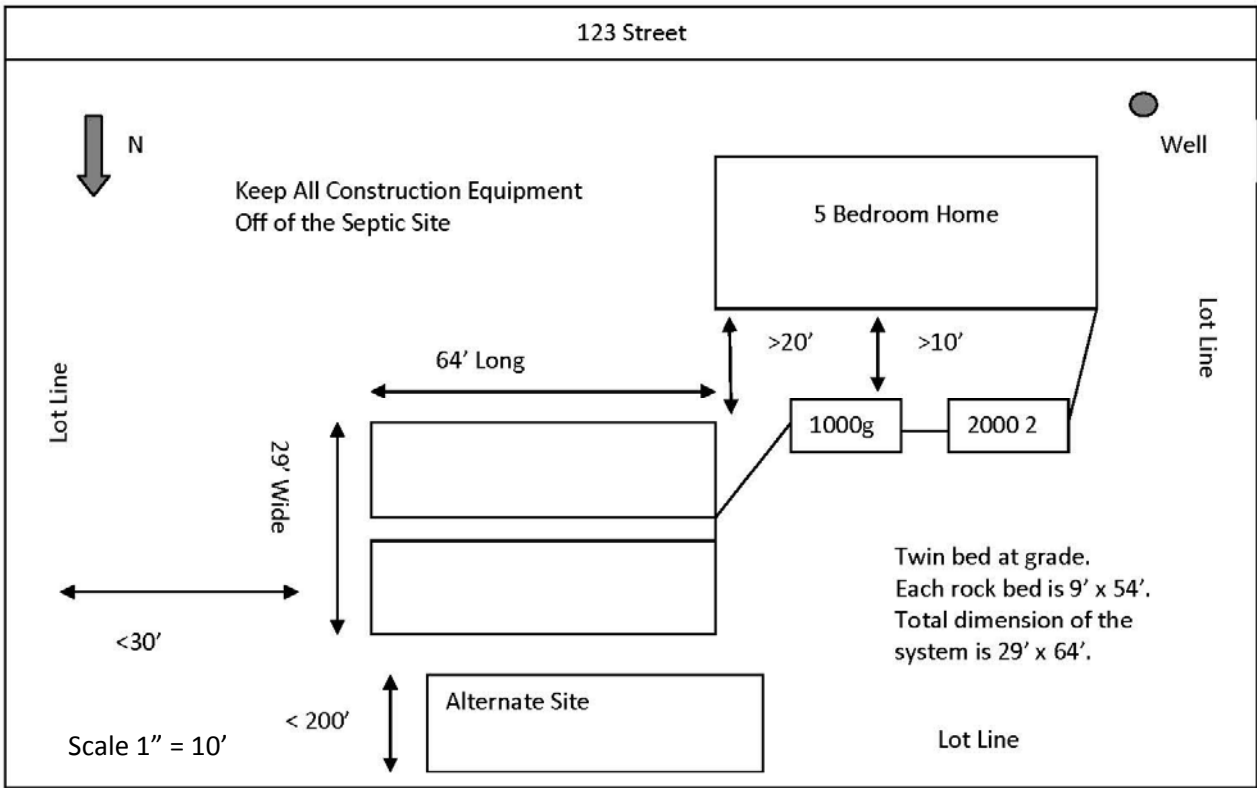


SAMPLE LOT SURVEY (PLATE 1 OF 3)

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

I.3 – DETAILED SITE PLAN EXAMPLE

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



I.4 – LAND USE PERMIT APPLICATION

SHERBURNE COUNTY ZONING ADMINISTRATION

13880 Business Center Drive Elk River, MN 55330
 763-765-4450 / 1-800-438-0578 Fax: # 763-765-4467
 E-mail: zoning@co.sherburne.mn.us

Date Rec'd by CITY:	
Date Rec'd by COUNTY:	
Land Use Permit Fee:	\$100.00
Note: Other permits and fees may be required after initial Land Use Permit Review	

APPLICATION FOR LAND USE PERMIT

Lake or River: Mississippi Rec & Scenic River Districts: Wetland:

Contractor Name: _____ Mobile/ Pager: _____
 Address: _____
 City: _____ State: _____ Zip Code _____
 Telephone: _____

Property Owner Name: _____ Telephone: _____
 Address: _____ Mobile/ Pager: _____
 City: _____ State: _____ Zip Code: _____

Lot Area (acres or square feet): _____
 Property Address: _____
 Describe Project: _____

What is the intended use of this building: _____

Will the building be connected to a septic system? Yes No

Does this property have a wetland on it? Yes No

THE FOLLOWING ITEMS MUST BE SUPPLIED WITH APPLICATION:

- _____ Site Plan (showing project location and proximity to wetland, lake, river etc)
- _____ County may determine that a site visit is necessary.
- _____ Fees Paid

AGREEMENT: I hereby certify that the information herein is correct and agree to do the proposed work in accordance with the description on this application and according to the provisions of the ordinances of Sherburne County, Minnesota. I further agree that any plans and specifications submitted herewith shall become a part of this permit application. I also understand that by applying for this permit, I grant the zoning authority access to the above property for inspections throughout the application and permitting process.

Dated _____ Signature of Owner _____
 Printed Name of Owner _____

Dated _____ Signature of Contractor _____
 Printed Name of Contractor _____

FOR PROJECTS LOCATED NEAR A LAKE OR RIVER, MISSISSIPPI RECREATIONAL AND SCENIC RIVER DISTRICT AND WETLANDS PLEASE INCLUDE THE FOLLOWING ON THE SITE PLAN.

For all water features please provide the following:

- Project purpose and description
- Locations and dimensions of proposed projects, activity or structures.
- Property boundaries and dimensions
- Proposed projects, activity or structures setbacks from:
 - o lot lines
 - o bluff
 - o Ordinary High Water Level (OHWL)
- Driveway and parking setback from OHWL
- Vegetation being removed and replaced
- Proposed grading, excavating and filling including slopes
- Intended use of building
- Directional arrow and scale
- Erosion and sediment controls
- Location of the septic system and well
- Stormwater management (directional flows & infiltration)
- Spoil and disposal location
- Proposed time line

Mississippi Recreational and Scenic River District

- Proposed and existing impervious surface
- Proposed lowest floor elevation (including crawl spaces)
- Proposed and existing retaining walls, stairs, ice ridges, decks, patios, beach, etc.
- Location of ALL structure on property
- Screening of proposed structure/project (vegetation preferred)

Wetlands

- Locations and dimensions of proposed projects, activity must include a plan and profile drawing
- Grading, excavating or filling past and present
- Artificial drainage
- Wetland community type
- Two project alternatives
- Location of inlet and outlets (size and specification)

I.5 – AS-BUILT SITE PLAN

For Septic Tanks, Drainfields and Holding Tanks

This sheet shall be completed and on-site at the final inspection.
If it is not, the inspection will be placed on hold.

Please contact Metro West (763.200.4239) with any questions.

Property Owner : _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Installer Name: _____ Cert . #: _____ Lic. #: _____

If a survey is not available, please draw the site plan in this location.

