



**STAFF USE ONLY**

**Date Submitted**

**Code Analysis**

Type of Construction	
Use of Building	
Occupancy Group	
Occupancy Load	

<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**

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

**Pre-Application Meeting**

<b>Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date Held:</b>
-----------------	---	-------------------

**Landscape Requirements**

<b>Requirements Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	---

**Outside Storage Requirements**

<b>Requirements Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	---

**Fence Requirements**

<b>Requirements Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	---

**Building Design Requirements**

<b>Requirements Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	---

**Mechanical Protrusions Check**

<b>Plans Provided</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Requirements Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Parking Requirements**

<b>Requirements Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	---

**SAC/WAC Analysis Performed**

<b>Requirements Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	---

**Approved Plat/CUP (Commercial Subdivision or Commercial Planned Unit Development Only)**

<b>Requirements Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	---

**STAFF USE ONLY (page 2)**

**Required Review Signatures**

**Comments**

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

\_\_\_\_\_  
Date

- Approved
- Denied


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

\_\_\_\_\_  
Date

- Approved
  - Approval Attached
- Denied
- Not Applicable


\_\_\_\_\_  
Streets Department Approval

\_\_\_\_\_  
Date

- Approved
  - Approval Attached
- Denied
- Not Applicable


\_\_\_\_\_  
Water/Wastewater Approval

\_\_\_\_\_  
Date

- Approved
  - Approval Attached
- Denied
- Not Applicable


**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 **six (6) weeks** 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)**
- Pre-Application Meeting Form (verification that meeting was held)**
- Approved Conditional Use Permit (If required)**
- Copy of Approved Plat (If part of a Commercial Subdivision or Commercial Planned Unit Development)**
- Certificate of Survey (see 1.1 and 1.2) is REQUIRED**
- Parking Requirement Verification Report**
- Mechanical Protrusions highlighted on site plan and/or building plans and/or mechanical plan.**
  - *Plumbing and Mechanical Building Permits must be submitted to the City as separate applications; however, all permit applications must be submitted at the same time so that we can fully review the proposal for zoning compliance.*
  - *Including applicable elevation or plans, including those requested by the Zoning Administrator, necessary to show protrusions are not visible from a point six feet above any common property line or street right of way.*
- Commercial Fence Permit (If necessary)**
- Landscape Plan**
- Electronic submission of all documents larger than 8.5"x11" to [permits@ci.becker.mn.us](mailto:permits@ci.becker.mn.us).**
  - *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.**
- ❖ Information on building permits is presumed public. If you believe information on your permit should be protected non-public, you must provide documentation to support this assertion.
- ❖ Once the building permit application has been submitted, the applicant shall be responsible for 100% of the plan review fee. Plan Review fees are non-refundable.
- ❖ Refunds are only given for all other permit fees prior to any work being done on a project. No refunds will be issued once any work commences on a project and at no time after, in perpetuity, shall any refunds

be issued. Refund requests must be submitted by the original applicant, in writing.

- ❖ Reissuance of an Expired Permit will require 50% of the building permit fee (plus plan review fee, if changes have been made to the original plans).
  
- ❖ **CALL BEFORE YOU DIG!** Minnesota State Statute 216D requires everyone who participates in any type of excavation to provide advance notice of at least two working days to Gopher State One Call. A printed copy of 216D.03 through 216D.07 is available. Please circle YES, if you would like a copy and NO, if you do not.

**CONTACT GOPHER STATE ONE CALL**

811 or 651-454-0002 or 1-800-252-1166

Office hours: Monday-Friday 7:00 a.m. - 5 p.m.

Online: [www.gopherstateonecall.org](http://www.gopherstateonecall.org)

***Please sign here certifying you have read the building permit  
and attached all required documents***

\_\_\_\_\_  
***Signature***

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

**Submit completed building permit applications to:**

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

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

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

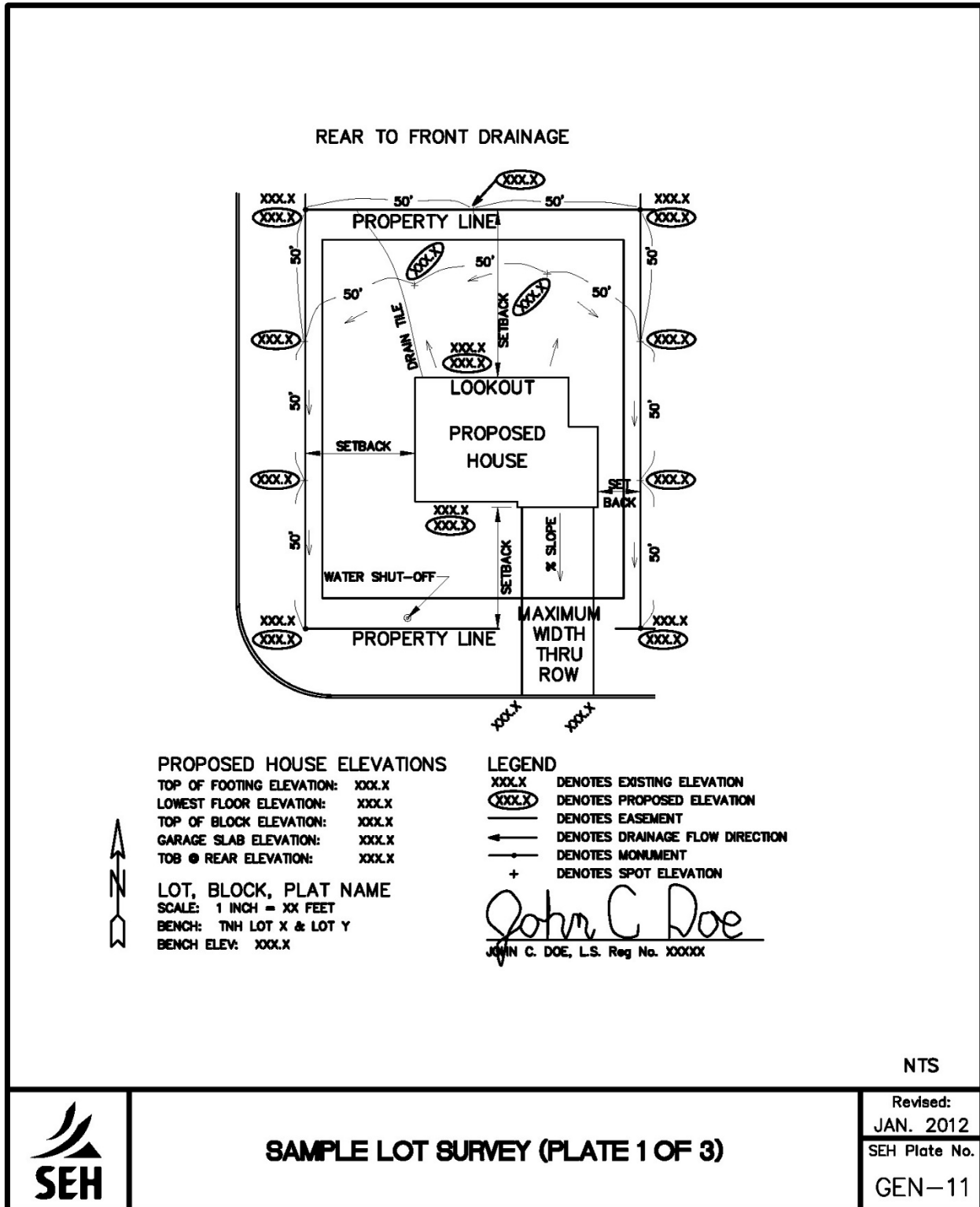
# I.I - CERTIFICATE OF SURVEY CHECKLIST

---

- 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

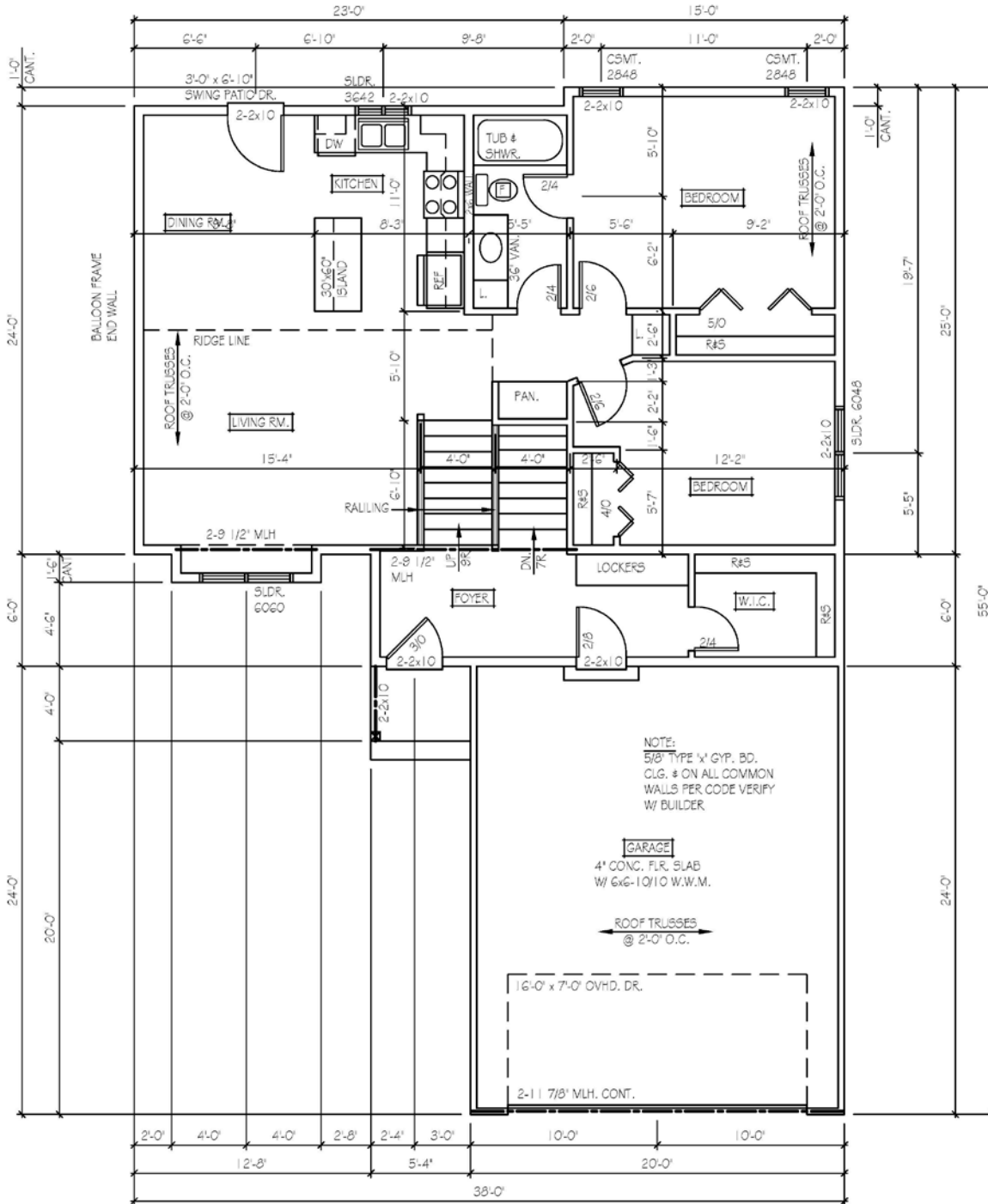
(see I.1 for all required survey information)



# 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 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