

BUILDING PERMIT APPLICATION REQUIREMENTS (RESIDENTIAL)

The applicant must complete the following information **before** applying for a Building Permit. Informational handouts are available for all types of building projects at the City Engineer's Office. After gathering this information you may apply for your Building Permit at the City Engineer's Office located at 500 4th Ave. N.E. **The following information must be included at the time of permit application:**

- Provide plans, specifications, and calculations for review prior to permit application. A materials list **will not** be accepted in place of plans. Other information including Energy Code calculations, truss drawing, or other structural information that pertains to your project.
- Complete **ALL** of the requested information on the attached plot plan. The Planning Administrator may require the owner of the property to provide a certified survey of the property and the establishment of lot lines by a certified surveyor.
- Provide valuation for remodeling project. For a new building, building addition, or building alteration to existing building, please provide total square footage of project.
- Provide names of plumbing & heating contractors.
- Permit application must be signed by the **contractor** unless the homeowner is doing the work, in which case the homeowner will sign a "Homeowner as Contractor" form **and** the Permit Application.
- Permit Application fee to be paid at the time of application.
- Permit Application must be made 7-10 days before projected start date** to allow for review of building plans. Construction shall not begin until the applicant has received the approval of the Building Official and the Planning & Zoning Administrator- either verbally or by receiving the Building Permit in the mail.

It is the responsibility of the applicant to contact Gopher State One at 1-800-252-1166 to identify utility locations at least 48 hours prior to digging!

SEE THE REVERSE SIDE OF THIS SHEET FOR REQUIRED INSPECTIONS

1. **Footing Inspection:** Needed after all excavating is done and forms and re-bar are in place. The inspection must be done before any concrete is poured.
2. **Foundation Wall Inspection:** Needed when forms and re-bar are in place. If a wood foundation is used an inspection is required just prior to pouring of basement floor.
3. **Underground Plumbing Inspection:** Before the basement floor or structural concrete slab is poured.
4. **Plumbing & Heating Inspection:** Above the floor has to be inspected before it is covered with wallboard or insulation.
5. **Inspection:** After the roof is on and all framing, fire blocking, bracing, chimneys, and vents and pipes are in place and the rough in wiring, plumbing and heating have been approved. Plaster lath or gypsum board shall not be started until the framing inspection has been done and approved.
6. **Final Inspection:** After the grading is done and the building is ready for occupancy. This must be done before the owner moves in.

PLOT PLAN

ADDRESS: _____

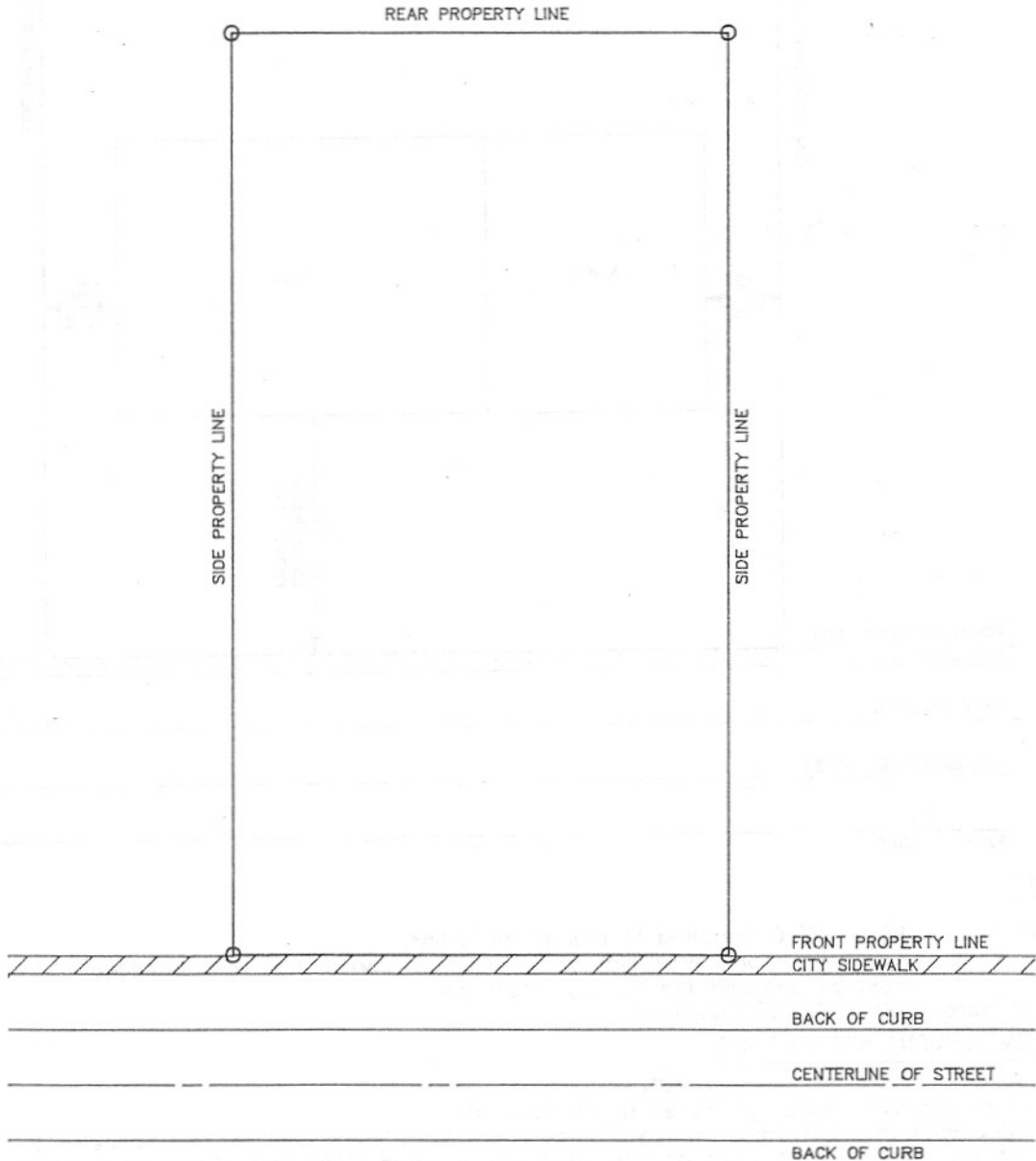
LEGAL DESCRIPTION: LOT _____ BLOCK _____ ADDITION _____

SITE AREA _____ SQ. FT. AREA OF SITE OCCUPIED BY BUILDINGS _____ SQ. FT.

INSTRUCTIONS TO APPLICANT:

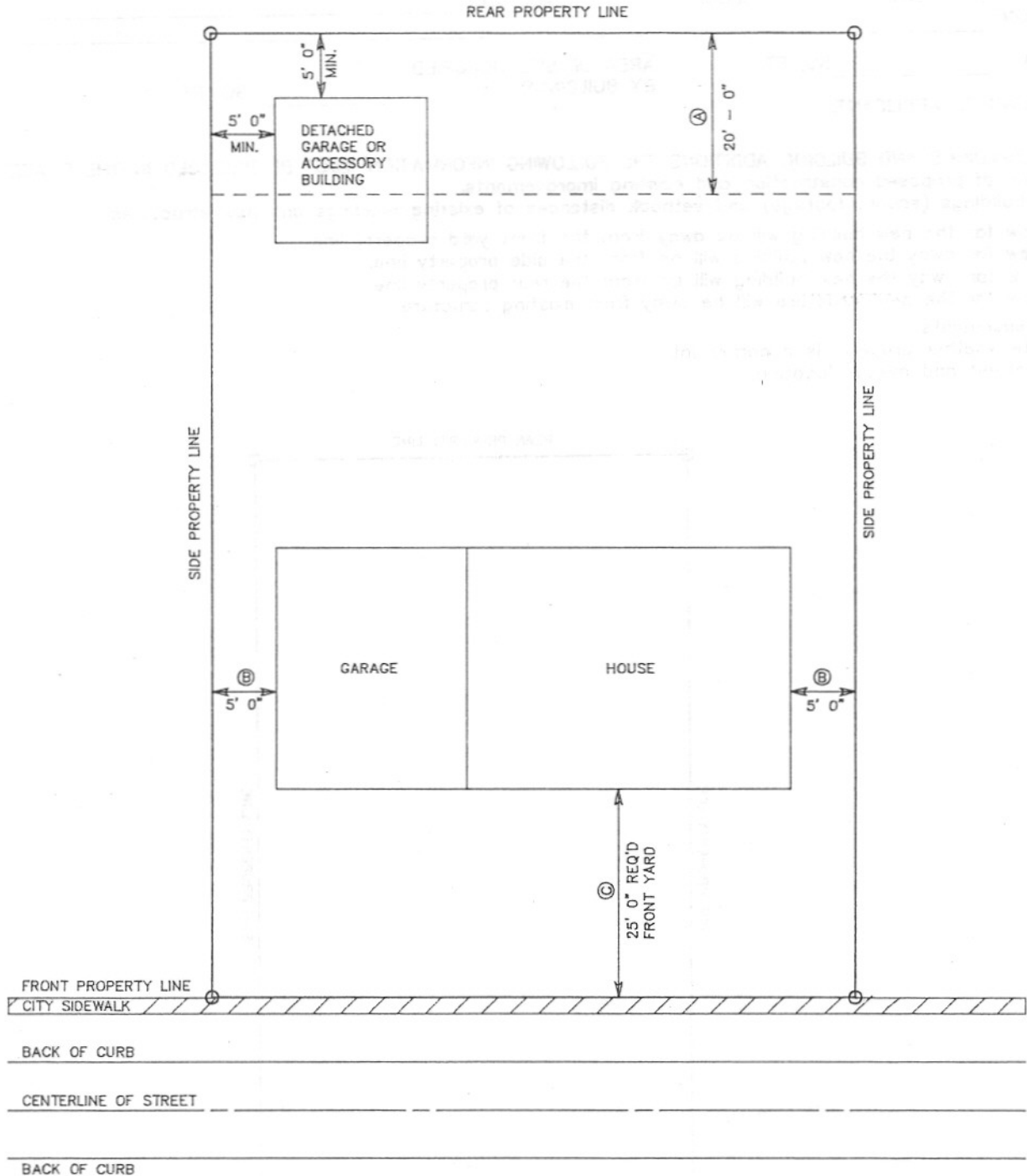
FOR NEW BUILDINGS AND BUILDING ADDITIONS THE FOLLOWING INFORMATION MUST BE PROVIDED IN THE SPACE BELOW:

- 1) Location of proposed construction and existing improvements.
- 2) Show buildings (square footage) and setback distances of existing buildings and new structures.
 - a) How far the new building will be away from the front yard property line.
 - b) How far away the new building will be from the side property line.
 - c) How far away the new building will be from the rear property line.
 - d) How far the new structure will be away from existing structure.
- 3) Show easements.
- 4) Indicate whether property is a corner lot.
- 5) Show street and avenue location.



SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE: _____

RESIDENTIAL MINIMUM REQUIRED YARD SETBACKS



SETBACKS

- "A" Rear Yard - R1 = 20' 0" required to rear property line.
- "B" Side Yard - 5' minimum on interior side yards. Minimum corner side yard setbacks must be one half the front yard setback.
- "C" Front Yard - R1 - 25' 0" minimum.

OTHER DEVELOPMENT RESTRICTIONS

- Maximum structure lot coverage 40%
- Maximum accessory buildings limited to 1,000 sq. ft.
- Average Depth of Front Yards. In any District where front yards are required, whenever the average depth of at least two existing front yards on lots within one hundred (100) feet of the lot in question and within the same block is less or greater than the least front yard depth prescribed elsewhere in this Chapter, the required depth of the front yard on such lot may be modified. In such cases, this shall not be less than the average depth of said existing front yards on the two lots immediately adjoining or in the case of a corner lot, the depth of the front yard on the lot immediately adjoining.