

CITY OF MANTORVILLE BUILDING APPLICATION/PERMIT

NOTE: ANY PROJECT PROPERTY IN THE HISTORIC DISTRICT MUST HAVE MRA APPROVAL BEFORE PERMIT CAN BE ISSUED

DATE RECEIVED: _____ RECEIVED BY: _____ PERMIT # _____

APPLICANT COMPLETE INFORMATION BELOW

PROJECT ADDRESS: _____ PID #: _____

LEGAL DESCRIPTION: _____

PROPERTY OWNER/AGENT: _____ PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

(IF APPLICATION IS COMPLETED BY THE CONTRACTOR, THEIR LICENSE # AND THE OWNER INFORMATION IS REQUIRED.)

GEN. CONTRACTOR: _____ LICENSE #: _____ PHONE: _____

PLUMB. CONTRACTOR: _____ LICENSE #: _____ PHONE: _____

MECH. CONTRACTOR: _____ LICENSE #: _____ PHONE: _____

PROPOSED USE [CHECK ONE]: FLAT FEE PERMITS 1 ITEM = \$62.50, MORE THAN ONE ITEM = \$125.00

ACCESSORY BLDG./SHED _____ AIR CONDITIONING \$62.50 _____ BALCONY _____
200 SQ. FEET & UNDER NO PERMIT NEEDED REPLACEMENT OR NEW INSTALL?

BASEMENT (FINISH) _____ BURNERS (CORN/WOOD) _____ COMMERCIAL (NEW) (REMODEL) _____

DECK (NEW) (REPLACE) _____ DEMOLITION \$175.00 _____ DOOR (FRAME REPLACEMENT) \$62.50
UNLIMITED

ELEVATOR _____ FIRE PLACE \$62.50 _____ FURNACE \$62.50 _____
IS NEW GAS LINE BEING INSTALLED? _____

GARAGE _____ GEO THERMAL SYS _____

HOME (ADDITION) _____ HOME (NEW) _____ HOME (REMODEL STRUCTURAL) _____

YR. BUILT _____ MANUFACTURED HOME _____ YR. BUILT _____
IF PRE 1978, NAME OF PERSON/COMPANY WITH LEAD ABATEMENT CERTIFICATION: \$220.00 IF PRE 1978, NAME OF PERSON/COMPANY WITH LEAD ABATEMENT CERTIFICATION:

POLE BLDG. _____ RELOCATION \$105 _____ RETAINING WALL (4') _____

SOLAR PANELS _____ SHINGLES (PER UNIT) \$62.50 _____ SIDING (PER UNIT) \$62.50 _____
GROUND _____ ROOF MOUNTED _____ HOUSE _____ GARAGE _____ HOUSE _____ GARAGE _____
SHED _____ OTHER _____ SHED _____ OTHER _____

SWIMMING POOL _____ WATER HEATER \$62.50 _____ WINDOWS _____ # OF WINDOWS _____

THREE SEASON PORCH _____ STANDARD OR TANKLESS _____ INSERTS DO NOT REQUIRE A PERMIT
ADDITIONAL INFORMATION REQUIRED IF TANKLESS

WINDOW FRAME REPLACEMENT \$62.50 (UNLIMITED) _____ PLANS REQUIRED (INCLUDE HEADER SIZE/DIMS/LOCATION) EGRESS
WINDOWS (WAY OUT) NO FLAT FEE – FOR COMMERCIAL WINDOWS (CONTACT CMS)

DESCRIPTION OF PROJECT _____

DIMENSIONS: _____ TYPE OF CONSTRUCTION: _____

USE AND OCCUPANCY: _____ ESTIMATED PROJECT VALUE _____

LOT SIZE/DIMENSIONS: _____ OTHER: _____

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 HAS 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 CONSTRUCTIONS. UPON REQUEST OF CANCELLATION, OF BUILDING PERMIT, REFUNDS WILL BE BASED ON EXPENSES FOR OFFICE TIME, INSPECTIONS AND ZONING FEES COMPLETED PRIOR TO THE CANCELLATION NOTICE.

NAME [PLEASE PRINT]: _____ BEST PHONE # _____

ADDRESS _____ CITY/STATE/ZIP _____

EMAIL ADDRESS _____

SIGNATURE: _____ DATE: _____

THIS AREA TO BE FILLED OUT BY APPLICANT AND CITY CLERK

IS THIS PROPERTY LOCATED IN THE HISTORIC DISTRICT? _____ Yes _____ No

IF YES, THE MRA MUST APPROVE THE PERMIT BEFORE THE CITY CAN SIGN OFF ON IT.

MRA RECOMMENDATION RECEIVED: _____ Yes _____ No _____ N/A (ATTACH COPY OF MEETING MINUTES APPROVING OR OTHER)

IF NO RECOMMENDATION RECEIVED, WHY NOT _____

NOTE: SOME PROJECTS LOCATED IN THE HISTORIC DISTRICT AND LISTED ON THE NATIONAL REGISTER AS A CONTRIBUTING PROPERTY COULD REQUIRE THE EAW PROCESS BE COMPLETED. CONSULT THE EAW RULES.

DOES THIS STRUCTURE REQUIRE A VARIANCE? _____ Yes _____ No DATE VARIANCE GRANTED _____

VARIANCE GRANTED FOR _____

ATTACH COPY OF VARIANCE TO BUILDING PERMIT

IS THIS STRUCTURE IN THE FLOOD PLAIN? (IF YES, ATTACH FLOOD PLAIN BUILDING PERMIT ADDENDUM) _____

ZONE CLASSIFICATION: _____ SETBACKS REQUIRED: FRONT _____ SIDE _____ REAR _____

MAXIMUM HEIGHT ALLOWANCE _____

CITY WATER AND SEWER _____ BOTH _____ WATER _____ SEWER _____ WELL _____ SEPTIC

IF NO CITY UTILITIES, WELL AND/OR SEPTIC SYSTEM PERMITS AND INFORMATION MUST BE ATTACHED BEFORE SIGNING OFF ON.

OTHER: _____

REVIEWED BY: _____ DATE: _____

SUBJECT TO THE FOLLOWING CONDITION/S: _____

*****CONSTRUCTION MANAGEMENT SERVICES USE*****

PROJECT ESTIMATED VALUE: _____

BUILDING REVIEWED BY: _____ DATE: _____

FEES

Building Permit: _____ Plan Review: _____ State Surcharge: _____

Plumbing Permit: _____ Plan Review: _____ State Surcharge: _____

Mechanical Permit: _____ Plan Review: _____ State Surcharge: _____

Water Connection Fee: \$650.00 Sewer Connection Fee: \$2,639.00

City Administrative Fee: \$ 75.00 Other: _____

SUB TOTAL: \$ _____ **SUB TOTAL:** _____ **SUB TOTAL:** _____

TOTAL DUE: \$ _____

DATE ISSUED: _____ ISSUED BY: _____ AMT. REC. \$ _____

**** FLAT FEE PERMITS PLEASE REMEMBER TO CALL IN FOR THE FINAL INSPECTION ****

REVISED 2020

1. Applicant shall submit application to the responsible jurisdiction.

Applicant shall include:

- a. Site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
- b. Legal description and address of property.
- c. Two sets of plans which include footing, foundation, wall & roof details. CMS will release permit after energy calculations, makeup and combustion air calculations (mechanical calculations) and energy compliance certificate are approved. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
- d. On-site and well information if building is not municipal water and/or sanitary sewer.

2. Building permit review and issuance normally takes 10 to 14 working days.

3. Applicant pays all fees when he/she picks up the permit(s) before construction.

4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required:

- a. Footing/foundation. This is made prior the concrete being poured.
- b. Poured foundation walls
- c. **Back Fill and Water Proofing**
- d. Plumbing Rough-in – below ground
- e. **Radon – Before any foam is placed**
- f. Mechanical Rough-in – heat/vent – in-floor & underground heat
- g. Framing – Truss specifications to be on site.
- h. Plumbing Rough-in - above ground
- i. Heat & Ventilation Rough-in
- j. Fireplace Rough-in. This inspection is made prior to enclosing unit.
- k. Insulation
- l. Finals – building, plumbing, mechanical (heat/ventilation & gas lines)

5. Certificate of Occupancy shall be issued upon completion of all approved work.

GENERAL INFORMATION:

- All structures except storage buildings 200 sq. ft. or less require a building permit. Storage buildings 200 sq. ft. or less must still comply with all applicable zoning regulations.
- Fences not over seven feet (7') high do not require a building permit.
- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.

- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code adopted under Minnesota Statutes, Section 326B.106, subdivision 1, includes the following chapters:
 - A. 1300 – Minnesota Building Code Administration;
 - B. 1301 - Building Official Certification;
 - C. 1302 - State Building Code Construction Approvals;
 - D. 1303 - Special Provisions;
 - E. 1305 – Minnesota Building Code;
 - F. 1306 - Special Fire Protection Systems;
 - G. 1307 – Elevators and Related Devices ;
 - H. 1309 - Minnesota Residential Code;
 - I. 1311 – MN Conservation Code for Existing Buildings;
 - J. 1315 - Minnesota Electrical Code;
 - K. 1325 - Solar Energy Systems;
 - L. 1335 - Floodproofing Regulations;
 - M. 1341 - Minnesota Accessibility Code;
 - N. 1346 - Minnesota Mechanical Code;
 - O. 1350 - Manufactured Homes;
 - P. 1360 - Prefabricated Structures;
 - Q. 1361 – Industrialized/Modular Buildings ;
 - R. 1370 - Storm Shelters (Manufactured Home Parks);
 - S. 4714 - Minnesota Plumbing Code;
 - T. 1322 and 1323 - Minnesota Energy Codes;
 - U. 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS
CONSTRUCTION MANAGEMENT SERVICES
507-282-8206 - 800-940-2547**