

# 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]:

ACCESSORY BLDG./SHED \_\_\_\_\_  
200 SQ. FEET & UNDER NO PERMIT NEEDED

AIR CONDITIONING \$55 \_\_\_\_\_  
REPLACEMENT OR NEW INSTALL?

BALCONY \_\_\_\_\_

BASEMENT (FINISH) \_\_\_\_\_

BURNERS (CORN/WOOD) \_\_\_\_\_

COMMERCIAL (NEW) (REMODEL) \_\_\_\_\_

DECK (NEW) (REPLACE) \_\_\_\_\_

DEMOLITION \$105 \_\_\_\_\_

DOOR (FRAME REPLACEMENT) \$105 \_\_\_\_\_

ELEVATOR \_\_\_\_\_

FIRE PLACE \$55 \_\_\_\_\_

UNLIMITED  
FURNACE \$55 \_\_\_\_\_  
IS NEW GAS LINE BEING INSTALLED? \_\_\_\_\_

GARAGE \_\_\_\_\_

GEO THERMAL SYS \_\_\_\_\_

HOME (ADDITION) \_\_\_\_\_

HOME (NEW) \_\_\_\_\_

HOME (REMODEL STRUCTURAL) \_\_\_\_\_

Yr. BUILT \_\_\_\_\_

IF PRE 1978, NAME OF PERSON/COMPANY WITH  
LEAD ABATEMENT CERTIFICATION:

MANUFACTURED HOME \_\_\_\_\_

Yr. BUILT \_\_\_\_\_

IF PRE 1978, NAME OF PERSON/COMPANY WITH  
LEAD ABATEMENT CERTIFICATION:

POLE BLDG. \_\_\_\_\_

RELOCATION \$105 \_\_\_\_\_

RETAINING WALL (4') \_\_\_\_\_

SOLAR PANELS \_\_\_\_\_  
GROUND \_\_\_\_\_ ROOF MOUNTED \_\_\_\_\_

SHINGLES (PER UNIT) \$55 \_\_\_\_\_  
HOUSE \_\_\_\_\_ GARAGE \_\_\_\_\_  
SHED \_\_\_\_\_ OTHER \_\_\_\_\_

SIDING (PER UNIT) \$55 \_\_\_\_\_  
HOUSE \_\_\_\_\_ GARAGE \_\_\_\_\_  
SHED \_\_\_\_\_ OTHER \_\_\_\_\_

SWIMMING POOL \_\_\_\_\_

WATER HEATER \$55 \_\_\_\_\_  
STANDARD OR TANKLESS

WINDOWS \_\_\_\_\_ # OF WINDOWS \_\_\_\_\_  
INSERTS DO NOT REQUIRE A PERMIT

THREE SEASON PORCH \_\_\_\_\_

ADDITIONAL INFORMATION REQUIRED IF TANKLESS

WINDOW FRAME REPLACEMENT \$105 (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 GOVERING 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: \_\_\_\_\_

**APPLICANT DO NOT FILL OUT BELOW THIS LINE  
CITY USE ONLY – PLANNING & ZONING**

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: \$614.00

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 \*\***

# BUILDING PERMIT PROCESS

(Revised 3-31-20)

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**