

**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 \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

GENERAL CONTRACTOR \_\_\_\_\_ LICENSE # \_\_\_\_\_ PHONE \_\_\_\_\_

PLUMBER CONTRACTOR \_\_\_\_\_ LICENSE # \_\_\_\_\_ PHONE \_\_\_\_\_

MECHANICAL CONTRACTOR \_\_\_\_\_ LICENSE # \_\_\_\_\_ PHONE \_\_\_\_\_

**PROPOSED USE (CHECK ONE) FLAT FEE PERMITS 1 ITEM = \$63.50, MORE THAN 1 ITEM = \$127.00**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> ACCESSORY BLDG./SHED<br><small>(≤200 SF NO PERMIT NEEDED)</small>                         | <input type="checkbox"/> FURNACE \$63.50 - NEW GAS LINE<br>BEING INSTALLED? YES OR NO<br><small>- CIRCLE ONE -</small>   | <input type="checkbox"/> SOLAR PANELS –<br>GROUND OR ROOF MOUNTED<br><small>- CIRCLE ONE -</small>  |
| <input type="checkbox"/> AIR CONDITIONING - \$63.50<br>REPLACEMENT OR NEW INSTALL<br><small>- CIRCLE ONE -</small> | <input type="checkbox"/> GARAGE  | <input type="checkbox"/> SWIMMING POOL  |
| <input type="checkbox"/> BALCONY   | <input type="checkbox"/> GEO THERMAL SYS   | <input type="checkbox"/> THREE SEASON PORCH   |
| <input type="checkbox"/> BASEMENT - FINISH   | <input type="checkbox"/> *HOME - ADDITION  | <input type="checkbox"/> WATER HEATER – \$63.50<br>STANDARD OR TANKLESS<br><small>(IF TANKLESS, ADDITIONAL INFO REQUIRED)</small>                   |
| <input type="checkbox"/> BURNERS - CORN / WOOD   | <input type="checkbox"/> HOME - NEW  | <input type="checkbox"/> WINDOW(S) - QUANTITY _____<br><small>INSERTS DO NOT REQUIRE A PERMIT</small>   |
| <input type="checkbox"/> COMMERCIAL - NEW OR REMODEL   | <input type="checkbox"/> *HOME - REMODEL STRUCTURAL  | <input type="checkbox"/> WINDOW(S) COMMERCIAL<br><small>CONTACT CMS</small>   |
| <input type="checkbox"/> DECK - NEW OR REMODEL   | <input type="checkbox"/> MANUFACTURED HOME \$220   | <input type="checkbox"/> WINDOW(S) EGRESS   |
| <input type="checkbox"/> DEMOLITION \$175  | <input type="checkbox"/> POLE BUILDING   | <input type="checkbox"/> WINDOW FRAME(S) REPLACEMENT<br>\$63.50 (UNLIMITED)<br><small>PLANS REQUIRED, INCLUDE HEADER<br/>SIZE/DIMS/LOCATION</small> |
| <input type="checkbox"/> DOOR - FRAME REPLACEMENT<br>\$63.50 (UNLIMITED)   | <input type="checkbox"/> RELOCATION \$105  |   |
| <input type="checkbox"/> ELEVATOR  | <input type="checkbox"/> RETAINING WALL (4 FT)   |   |
| <input type="checkbox"/> FIREPLACE \$63.50   | <input type="checkbox"/> SHINGLES (PER UNIT) - \$63.50<br>HOUSE   GARAGE   SHED   OTHER<br><small>- CIRCLE ONE -</small> |   |
|  | <input type="checkbox"/> SIDING (PER UNIT) - \$63.50<br>HOUSE   GARAGE   SHED   OTHER<br><small>- CIRCLE ONE -</small>   |   |

\*HOME YEAR BUILT \_\_\_\_\_ BEFORE 1978 PERSON/CO. WITH LEAD ABATEMENT CERTIFICATION \_\_\_\_\_

DESCRIPTION OF PROJECT \_\_\_\_\_

DIMENSIONS \_\_\_\_\_ TYPE OF CONSTRUCTION \_\_\_\_\_

LOT SIZE \_\_\_\_\_ USE AND OCCUPANCY \_\_\_\_\_ ESTIMATED PROJECT VALUE \$ \_\_\_\_\_

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 # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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 (ATTACH COPY OF MEETING MINUTES APPROVING OR OTHER)

- MRA RECOMMENDATION RECEIVED: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A

IF NO, WHY \_\_\_\_\_

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

VARIANCE

- DATE VARIANCE GRANTED: \_\_\_\_\_ (ATTACH COPY OF VARIANCE TO BUILDING PERMIT)

VARIANCE GRANTED FOR: \_\_\_\_\_

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: \$1,000.00 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

1. Applicant shall submit application to the City of Mantorville.

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. One (1) electronic PDF version for all applications requiring plan approval. The city will scan these to PDF at no cost.
  - **Exception: Plans that are five (5) pages or fewer, legible on 11"x17"** or smaller paper, will require one (1) hard copy.
- d. One (1) hard copy 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.
  - **Note:** If applicant submits only an electronic file, there will be a fee of \$0.25 per page for 11x17 or smaller prints or \$5 per page for larger prints. (\$5 min)
- e. On-site and well information if building is not municipal water and/or sanitary sewer.
- f. An email address. All official documentation will be via email.
  - Inspection results will continue to be recorded on the site packet, but will also be emailed.
  - The permit nearing expiration, as well as expiration notices, will be via email only.

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.

## BUILDING PERMIT PROCESS (Continued)

Applicants must continue to keep approved hard copy construction documents on-site before construction begins and while the permit is active. The **hard copy packet** (“applicant site packet”) will continue to be returned to the applicant and can be picked up at Mantorville’s City Hall or at the CMS office by prior arrangement.

- CMS will **email the City of Mantorville and the applicant** with the same documents included in the **hard copy packet**.
  - This allows the applicant to print off the documents without travel if they paid online or can reprint them if they lose them.
  - The same practice of not allowing (or limiting inspections) is still in effect until the Applicant pays for their permit.
  - If the applicant prints off the necessary site documents on their own, the City of Mantorville is free to do what they want with the papers, including throwing them away.
- The **hard copy packet** includes:
  - Permit Placard
  - Permit Inspection Record (PIR)
  - Electronically stamped/approved construction docs (Plans, Specs, ECC, etc.)
  - Invoice (does not need to be on site)

### 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:

1300 Minnesota Building Code Administration;	1335 Floodproofing Regulations;
1301 Building Official Certification;	1341 Minnesota Accessibility Code;
1302 State Building Code Construction Approvals;	1346 Minnesota Mechanical Code;
1303 Special Provisions;	1350 Manufactured Homes;
1305 Minnesota Building Code;	1360 Prefabricated Structures;
1306 Special Fire Protection Systems;	1361 Industrialized/Modular Buildings;
1307 Elevators and Related Devices;	1370 Storm Shelters (Manufactured Home Parks);
1309 Minnesota Residential Code;	4714 - Minnesota Plumbing Code;
1311 MN Conservation Code for Existing Buildings;	1322 and 1323 Minnesota Energy Codes;
1315 Minnesota Electrical Code;	5230 Minnesota High Pressure Piping Systems
1325 Solar Energy Systems;	

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