

BUILDING PERMIT/APPLICATION

CITY OF ALTURA
25 N MAIN, ALTURA, MN 55910
507-796-5461

Date Rec'd/Sent to CMS _____ Date Rec'd back: _____
Date Received: _____ Received By: _____ Permit # _____

-----APPLICANT COMPLETE INFORMATION BELOW-----

Project Address: _____ or PID # _____

Legal Description: _____

Property Owner: _____ Phone _____

Address: _____ City: _____ Zip: _____

General Contractor: _____ License #: _____ Phone: _____

Plumbing Contractor: _____ License #: _____ Phone: _____

Mechanical Contractor: _____ Phone: _____

Proposed Use [Check One]: Dwelling ___ Private Garage ___ Deck ___ Home Addition ___

Pole Building ___ Finish Basement ___ Three Season Porch ___ Business/Commercial ___

Fireplace ___ Reroof ___ Siding ___ Furnace ___ Water Heater ___ Other _____

Description of Project: _____

_____ Dimensions: _____

Use and occupancy: _____ Type of Construction: _____

Estimated Value: _____ Lot Size/Dimensions: _____

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 construction.

Refund Policy: Upon request of cancellation of building permits, refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.

Name [please print]: _____ Address: _____

City: _____ Zip: _____ Phone: _____

Signature: _____ Date: _____

-----CITY USE ONLY-----

PLANNING: Zoning District: _____ Minimum Setbacks Required: Front _____

Side _____ Rear _____ Road Right of Way _____ Other: _____

Reviewed By: _____ Date: _____

Subject to the following conditions: _____

BUILDING: Approved By: _____ Date: _____

-----FEES-----

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

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

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

Other: _____

TOTAL DUE: _____

Date Issued: _____ **Issued By:** _____ **Receipt #** _____

BUILDING PERMIT APPLICATION: PROPERTY OWNER

I, _____, (print name) understand that the State of Minnesota required that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. 326B.082, subd. 16, and can also result in a fine of up to \$10000. I further state that I understand that the filing of a false statement with the City of Altura may also result in criminal prosecution and/or civil penalties pursuant to applicable city ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City of Altura for compliance with all applicable building codes and city ordinances in connection with the work being performed on this property.

Signature of Property Owner

Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division at (651) 284-5069. The website is: www.doli.state.mn.us/contractor

BUILDING PERMIT PROCESS

(Revised 3-30-20)

1. Applicant must 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 and 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 to the concrete is poured
 - b. Poured foundation walls
 - c. **Back Fill and Water Proofing**
 - d. Plumbing rough-ins - 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-ins - 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 work.

GENERAL INFORMATION:

- All structures except storage buildings under 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:
 1. Chapter 1300 – Minnesota Building Code Administration;
 2. Chapter 1301 - Building Official Certification;
 3. Chapter 1302 - State Building Code Construction Approvals;
 4. Chapter 1303 –Special Provisions;
 5. Chapter 1305 - Minnesota Building Code;
 6. Chapter 1306 – Special Fire Protection Systems;
 7. Chapter 1307 – Elevators and Related Devices;
 8. Chapter 1309 – Minnesota Residential Code;
 9. Chapter 1311 – MN Conservation Code for Existing Buildings;
 10. Chapter 1315 – Minnesota Electrical Code;
 11. Chapter 1325 - Solar Energy Systems;
 12. Chapter 1335 - Floodproofing Regulations;
 13. Chapter 1341 - Minnesota Accessibility Code;
 14. Chapter 1346 – Minnesota Mechanical Code;
 15. Chapter 1350 - Manufactured Homes;
 16. Chapter 1360 - Prefabricated Structures;
 17. Chapter 1361 – Industrialized/Modular Buildings;
 18. Chapter 1370 - Storm Shelters (Manufactured Home Parks);
 19. Chapter 4715 - Minnesota Plumbing Code;
 20. Chapter 1322 and 1323 – Minnesota Energy Codes;
 21. Chapter 5230 – Minnesota High Pressure Piping Systems.

CALL FOR ALL INSPECTIONS
CONSTRUCTION MANAGEMENT SERVICES
507-282-8206