

City of Aitkin - CONSTRUCTION APPLICATION

SELECT **ONE** OF THE FOLLOWING OPTIONS:

- BUILDING PERMIT
 PLUMBING PERMIT
 MECHANICAL PERMIT
 MAINTENANCE PERMIT
 ZONING PERMIT

Application Recv'd Date: _____ Zoning: _____ Permit #: _____

PROPERTY OWNER: _____ PID #: _____

PROJECT ADDRESS: _____ OWNER ADDRESS (if different): _____

OWNER PHONE #: _____ OWNER EMAIL: _____

CHOOSE PREFERRED CONTACT: Property Owner Other _____

PROJECT DESCRIPTION: (If you need more space please use the back of this sheet) **Est. Start Date:** _____

General Contractor: _____ License #: _____ Address: _____
 Contact Name: _____ Phone #: _____ Email: _____

Plumbing Contractor: _____ License #: _____ Address: _____
 Contact Name: _____ Phone #: _____ Email: _____

Mechanical Contractor: _____ License #: _____ Address: _____
 Contact Name: _____ Phone #: _____ Email: _____

Builder: _____ License #: _____ Address: _____
 Contact Name: _____ Phone #: _____ Email: _____

Architect: _____ License #: _____ Address: _____
 Contact Name: _____ Phone #: _____ Email: _____

TYPE of WORK – Proposed USE

1. Is this Project:

Commercial OR Residential

2. Type of Work (please check all that apply):

Addition Alterations Remodel Sidewalk New Garage Storage Building
 Pole Building New Construction Home Addition Reroof Reside
 Windows Deck Finish Basement Three Season Porch
 Water Heater Furnace Fireplace Other

3. Use and Occupancy: _____ Type of Construction: _____

4. Size of Structure: Height: _____ Width: _____ Depth: _____ # of Stories: _____

Department Sign Off	
Street Commissioner:	
Utilities Manager:	
Administrator's Office: (Site Inspection)	
Building Official:	

CHECKLIST:

- Flood Zone:** Is property located in either **FLOOD ZONE A or B?** Yes ___ No ___
 - Elevation Requirement _____
 - Certificate of Elevation (upon completion)
 - Property is zoned:** Check the Zoning Ordinance for specifications and acceptable land use requirements.
:
 - Urban Residential
 - Highway Commercial
 - Downtown Mixed-Use
 - Industrial
 - Other _____
 - Site Sketch:** *Required setbacks include:* _____ front, _____ side, _____ rear, and **10ft** buildings.
 - Indicate property lines (responsibility of the property owner).
 - Staked Out: Contact City Administrator's Office @ 218-927-2527
 - Indicate current structures, alleys, roadways.
 - Indicate location of proposed project.
 - % of impervious coverage before _____ % of impervious coverage after _____.
 - Construction Plans:** Submit 2 paper sets and 1 electronic set of the proposed project, to scale. Contact Scott Sadusky @ 612-986-7644 or ssadusky@hotmail.com with questions.
 - Plumbing Plans:** attach plans to application.
Does your plan require approval from MNDLI? Yes _____ No _____ (public facilities only)
 - Mechanical Plans:** attach plans to application.
 - Sewer Hook Up Permit:** Will this improvement involve a new connection to City Sewer or Water? If so, Building Permit will not be issued until the sewer or water design is approved.
 - Certificate of Compliance:** may be required if property is serviced by an individual sewage treatment system. (See Individual Sewage Treatment System Form)
 - PCA Permit:** If your project will disturb more than 1 acre of land, a permit is required before the building permit will be issued.
 - Wetlands:** If your project involves wetlands, the building permit will not be issued until the project has been approved by the **Aitkin County Technical Evaluation Panel (TEP)**. County Approval Date: _____
 - State/County Road Permits:**
 - Does your project require access off Highways 210/169/47? Yes _____ No _____
 - Does your project require access off a County Road? Yes _____ No _____
- If yes to either question attach the appropriate permit. (MNDOT or County Highway Dept.)*
- Grease/Sand Trap Form:** Restaurants/Food Service or Service Garages require a grease/sand trap.
 - Registration Form and Right a Way Permit Application:** Submit if your project will require Obstruction or Excavation within a *City Right of Way*. **Permit #:** _____
 - Property Owner Waiver Form:** If property owner is doing the work themselves.
 - Electrical work is inspected through the State. Please call Michael Wenzel @ 218-270-2265.

I certify that I have completed the steps as outlined in the above procedure. I understand that I cannot start work on this project until receiving authorization and all charges for said permit are paid. Starting work prior to this or providing false information can result in a fine of \$500.00 or a 90-day sentence or both. I understand that the enforcement and administration of the Minnesota State Building Code is a public service and is of necessity limited in nature. Consequently, this building permit and the subsequent building inspection(s) are not to be construed or relied upon as any type of warranty, guarantee or representation on the part of the City that the plans, construction or finished product are necessarily in conformance with the provisions of the Minnesota State Building Code or other applicable construction standards. Further, the City assumes no responsibility or liability for damages of any nature allegedly arising out of the issuance of this permit or subsequent inspections.

Any person who shall violate any of the provisions of the city zoning ordinance or who shall fail to comply with any of the provisions of the city zoning ordinance or who shall make any false statement in any document required to be submitted under the provisions of the city zoning ordinance shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed five hundred dollars (\$500.00) or by imprisonment for a period not to exceed ninety (90) days or both, and in addition shall pay all court costs. Each day that such violation continues shall constitute a separate offense.

Signature of Applicant: _____

Date: _____

Building Inspector Approval: _____

Date: _____

City of Aitkin
Permit Fee Worksheet

Directions: **Applicant is to complete the valuation amount (1,2,3) and indicate fee owner in each fee area.**
**BUILDING PERMIT VALUATIONS. Per Minnesota State Building Code applicants shall provide an estimated permit value at time of application. Permit valuations shall include total value of all construction work, including materials and labor, for which the permit is being issued, such as electricals, gas, mechanical, plumbing equipment, and permanent systems.*

(1) *Building Permit Valuation:	\$	Fee Owner
		(Indicate who will be paying these fees)
FOR OFFICE USE ONLY		
Fees are based on the above valuation and will be calculated by staff.		
Building Permit Fee:	\$	
Plan Check Fee:	\$	
MN State Surcharge:	\$	
Penalty Fee:	\$	
TOTAL Building Permit Fee:	\$	
(2) Plumbing Permit Valuation:	\$	Fee Owner
		(Indicate who will be paying these fees)
FOR OFFICE USE ONLY		
Plumbing Fee:	\$	
MN State Surcharge:	\$	
Penalty Fee:	\$	
TOTAL Permit Fee:	\$	
(3) Mechanical Permit Valuation:	\$	Fee Owner
		(Indicate who will be paying these fees)
FOR OFFICE USE ONLY		
Mechanical Fee:	\$	
State Surcharge:	\$	
Penalty Fee:	\$	
TOTAL Permit Fee:	\$	
(4) Other Fees:		Fee Owner
		(Indicate who will be paying these fees)
FOR OFFICE USE ONLY		
Zoning Fee:	\$	
Sewer Hook Up Fee:	\$	
ROW Permit Fee:	\$	
	\$	
Total Other Fees:	\$	
<i>To include totals from section 1,2,3 & 4</i>	\$	
TOTAL FEES:	\$	