

# Permit Help Sheet



Project type	Building Permit Application Form Required	Submittals Required with application
Single Family Residence	<h2>Residential</h2>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Survey or Staking Certificate</li> <li><input type="checkbox"/> Septic Compliance report or proof of a new septic installation (typically separate septic permit application submitted with building permit application)</li> <li><input type="checkbox"/> Approved Land Use Permit from Sherburne County</li> <li><input type="checkbox"/> Two sets of paper building plans drawn to scale</li> <li><input type="checkbox"/> Building Permit Application</li> <li><input type="checkbox"/> New Construction Energy Code N1101.8 Compliance Certificate/Passive Radon System Detail</li> <li><input type="checkbox"/> Driveway installation information</li> <li><input type="checkbox"/> All projects requiring excavation will need a soil boring at the site.</li>   <li><input type="checkbox"/> Property owner waiver if no contractor</li> <li><input type="checkbox"/> Electronic submission of all documents larger than 8.5" x 11" to <a href="mailto:permits@beckertownship.org">permits@beckertownship.org</a></li> <li><input type="checkbox"/> Other documentation and information requested by the Township and reasonably necessary for adequate review and evaluation</li> <li><input type="checkbox"/> As built survey</li> </ul>
<p>Accessory structures</p> <p style="text-align: center;">Interior Renovation</p> <p style="text-align: center;">Building Addition</p> <p style="text-align: center;">Pools</p> <p>Miscellaneous</p>	<h2>Residential</h2>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Survey, Staking Certificate or Certificate of Survey Exemption form.</li> <li><input type="checkbox"/> If Survey Exemption form, Detailed site plan required.</li>   <li><input type="checkbox"/> Septic Compliance report dated with the past 10 years or proof of a new septic installation.</li> <li><input type="checkbox"/> Approved Land Use Permit from Sherburne County if applicable.</li> <li><input type="checkbox"/> Two sets of paper building plans drawn to scale</li> <li><input type="checkbox"/> Secondary access permit application if applicable.</li> <li><input type="checkbox"/> All projects requiring excavation will need a soil boring at the site.</li>   <li><input type="checkbox"/> Property owner waiver if no contractor</li> <li><input type="checkbox"/> Accessory Structure Use Statement if building accessory structure</li> <li><input type="checkbox"/> Electronic submission of all documents larger than 8.5" x 11" to <a href="mailto:permits@beckertownship.org">permits@beckertownship.org</a></li> <li><input type="checkbox"/> Other documentation and information requested by the Township and reasonably necessary for adequate review and evaluation.</li> </ul>

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<p style="text-align: center;">Decks (not located at Carefree Country Club)</p>	<p style="text-align: center;">Residential</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Survey, Staking Certificate or Certificate of Survey Exemption form.</li> <li><input type="checkbox"/> If Survey Exemption form, Detailed site plan required.</li> <li><input type="checkbox"/> Septic Compliance report dated with the past 10 years or proof of a new septic installation.</li> <li><input type="checkbox"/> Approved Land Use Permit from Sherburne County if applicable.</li> <li><input type="checkbox"/> Deck Checklist</li> <li><input type="checkbox"/> Two sets of paper building plans drawn to scale</li> <li><input type="checkbox"/> Secondary access permit application if applicable.</li> <li><input type="checkbox"/> All projects requiring excavation will need a soil boring at the site.</li> <li><input type="checkbox"/> Electronic submission of all documents larger than 8.5" x 11" to <a href="mailto:permits@beckertownship.org">permits@beckertownship.org</a></li> <li><input type="checkbox"/> Other documentation and information requested by the Township and reasonably necessary for adequate review and evaluation.</li> </ul>
<p style="text-align: center;">Commercial  New build</p>	<p style="text-align: center;">Commercial</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Survey or Staking Certificate</li> <li><input type="checkbox"/> Septic Compliance report or proof of a new septic installation (typically separate septic permit application submitted with building permit application)</li> <li><input type="checkbox"/> Approved Land Use Permit from Sherburne County</li> <li><input type="checkbox"/> Two sets of paper building plans drawn to scale</li> <li><input type="checkbox"/> Building Permit Application</li> <li><input type="checkbox"/> New Construction Energy Code N1101.8 Compliance Certificate/Passive Radon System Detail</li> <li><input type="checkbox"/> Driveway installation information</li> <li><input type="checkbox"/> All projects requiring excavation will need a soil boring at the site.</li> <li><input type="checkbox"/> Electronic submission of all documents larger than 8.5" x 11" to <a href="mailto:permits@beckertownship.org">permits@beckertownship.org</a></li> <li><input type="checkbox"/> Other documentation and information requested by the Township and reasonably necessary for adequate review and evaluation of the proposed activity for which the building permit is being requested</li> <li><input type="checkbox"/> As built survey</li> </ul>

Project type	Building Permit Application Form Required	Submittals Required with application
<p><b>Commercial</b></p> <p>Addition, Decks</p> <p>Windows, Furnace, Irrigation, Roofing, Siding</p> <p>Accessory Structure</p> <p>Interior Renovation</p> <p>A/C, Water Heater, Water Softener, Miscellaneous</p>	<p><b>Commercial</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Survey or Staking Certificate</li> <li><input type="checkbox"/> Septic Compliance report or proof of a new septic installation within past 10 years.</li> <li><input type="checkbox"/> Approved Land Use Permit from Sherburne County</li> <li><input type="checkbox"/> Two sets of paper building plans drawn to scale</li> <li><input type="checkbox"/> Building Permit Application</li> <li><input type="checkbox"/> All projects requiring excavation will need a soil boring at the site.</li> <li><input type="checkbox"/> Electronic submission of all documents larger than 8.5" x 11" to <a href="mailto:permits@beckertownship.org">permits@beckertownship.org</a></li> <li><input type="checkbox"/> Other documentation and information requested by the Township and reasonably necessary for adequate review and evaluation of the proposed activity for which the building permit is being requested</li> </ul>
<p><b>Septic</b></p>	<p><b>Septic</b></p> <p>Commercial and Residential use the same application</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Survey, Staking Certificate or Certificate of Survey Exemption form.</li> <li><input type="checkbox"/> If Survey Exemption form, Detailed site plan required.</li> <li><input type="checkbox"/> Approved Land Use Permit from Sherburne County if applicable.</li> <li><input type="checkbox"/> Two sets of paper building plans drawn to scale</li> <li><input type="checkbox"/> Secondary access permit application if applicable.</li> <li><input type="checkbox"/> All projects requiring excavation will need a soil boring at the site.</li> <li><input type="checkbox"/> Electronic submission of all documents larger than 8.5" x 11" to <a href="mailto:permits@beckertownship.org">permits@beckertownship.org</a></li> <li><input type="checkbox"/> Other documentation and information requested by the Township and reasonably necessary for adequate review and evaluation of the proposed activity for which the building permit is being requested</li> <li><input type="checkbox"/> As-Built Site Plan</li> </ul>

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Same Day Permits	<p style="text-align: center;"><b>OTC Permit</b></p> <p>These permits are for residential use ONLY.</p>	No additional information is typically required.
Carefree Country Club Residents – All permit types	<p style="text-align: center;"><b>Carefree Country Club</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approval from Carefree Country Club</li> <li><input type="checkbox"/> Variance from Sherburne County (if required)</li> <li><input type="checkbox"/> Certificate of Survey, Staking Certificate or Certificate of Survey Exemption form.</li> <li><input type="checkbox"/> If Survey Exemption form, Detailed site plan required.</li> <li><input type="checkbox"/> Approved Land Use Permit from Sherburne County if applicable.</li> <li><input type="checkbox"/> Two sets of paper building plans drawn to scale</li> <li><input type="checkbox"/> Property owner waiver if no contractor</li> <li><input type="checkbox"/> Electronic submission of all documents larger than 8.5" x 11" to <a href="mailto:permits@beckertownship.org">permits@beckertownship.org</a></li> <li><input type="checkbox"/> Other documentation and information requested by the Township and reasonably necessary for adequate review and evaluation.</li> </ul>