

BECKER TOWNSHIP CHECKLIST

Above Ground / Below Ground Pools

This handout is a guide only and does not contain all of the requirements of the Minnesota State Building Code or Township Ordinances.

Becker Township and the City of Becker work together to simplify your building project permit process. Permitting time will depend on the complexity of the work and the completeness of the document submittals. Please allow up to **three weeks** for review and issuance of the permit. If you have questions or concerns regarding building code, Metro West (763-684-0383) will be happy to speak with you to answer questions. ****All Electrical Permits are pulled separately from this permit****

The following documents are required at time of permit submittal so that all departments can complete their plan reviews and grant approval for your project:

- Completed and signed Building Permit application (page 1).
- Septic compliance report or proof of new septic installation (dated within the last 10 years of permit application). Compliance reports are completed at the expense of the homeowner. If you need a compliance report completed, please call a septic installer. If you are unsure if one exists, you can call the City (763-200-4239). Please be aware if your septic system fails the compliance check you will be required to update your septic system within 18 months regardless of moving forward with your building permit application.
- Certificate of survey (recommended) or site plan (see pages 3- 4) showing the existing structures, names of all abutting streets, proposed structure location, dimensions and distances to property lines, well, septic tanks, septic drain field and any other structures.
- Approved Land Use Permit (LUP) from Sherburne County. If you have wetlands on your property or are on a lot within a river shoreland or scenic river district you will be required to obtain this permit. If there are no wetlands on your property the LUP is not required. Staff can help you determine if one is required. If required, you will need to submit a Land Use Permit application (see pages 6-7) to Sherburne County. **Land Use Permits are \$100, which is refunded off the price of the building permit. Cash or check is the only accepted form of payment at Sherburne County.** Sherburne County will forward the LUP to the City on your behalf.
- Two paper sets of manufactured specifications for the pool.
- All in ground pools will need a soil boring at the site to verify building three feet above mottling. A report detailing these findings must be submitted with the application.
- Electronic submission of all documents larger than 8 ½ x 11 to permits@ci.becker.mn.us. The subject line of the email shall include the Property address / PID # and Builder Name.

** See page 8 for Becker Township Building Code to determine if a building permit is required**

Contact City of Becker with any questions (763-200-4239)

Submit completed building permit applications to:

City of Becker, 12060 Sherburne Ave SE, Becker MN 55308

Hours: Monday – Friday, 8:00AM – 4:30PM

Becker Township Website: www.beckertownship.org



CITY OF BECKER CHECKLIST

Above Ground / Below Ground Pools

This handout is a guide only and does not contain all of the requirements of the Minnesota State Building Code or City Ordinances.

To facilitate your project and the permit process please make sure all components of the application are completed prior to submittal. Permitting time will depend on the complexity of the work and the completeness of the document submittals. Please allow up to **one week** for review and issuance of the permit. If you have questions or concerns regarding building code, Metro West (763-684-0383) will be happy to speak with you to answer questions. **** All Electrical Permits are pulled separately from this permit****

The following documents are required at time of permit submittal so that all departments can complete their plan reviews and grant approval for your project:

TWO COMPLETE SETS OF PLANS, SPECIFICATIONS AND SUBMITTAL DOCUMENTS ARE REQUIRED AT THE TIME OF PERMIT APPLICATION:

- Completed and signed Building Permit application.
- Certificate of survey (recommended) or site plan (see pages 3-4) drawn to scale showing all existing structures, names of all abutting streets, proposed structure location, dimensions and distances to property lines and other structures.
- Two sets of manufactured specifications for the pool.
- A grading plan must be submitted for all in ground pools.
- Electronic submission of all documents larger than 8 ½ x 11 to permits@ci.becker.mn.us. The subject line of the email shall include the Property address / PID # and Builder Name.

**See page 8 for City of Becker Code to determine if a building permit is required. **

Contact City of Becker with any questions (763-200-4239).
Submit completed building permit applications to:
City of Becker, 12060 Sherburne Ave SE, Becker MN 55308
Hours: Monday – Friday, 8:00AM – 4:30PM



PROPERTY INFORMATION SHEET

For Above Ground / Below Ground Pools

This Property Information sheet is used so you, as the applicant, are aware of the requirements for the property being reviewed and to more efficiently review your application. This sheet shall be completed and submitted in conjunction with all other requirements for a building permit. If it is not, the review will be placed on hold.

Please contact the City (763.200.4239) to obtain any of this information.

Street Address: _____ Acreage of Property: _____

If a survey is not available, please draw the site plan in this location.

For Above Ground / Below Ground Pools:

Required Setbacks*

Front: _____ ft

Side _____ ft

Side _____ ft

Rear: _____ ft

Proposed Setbacks*

Front: _____ ft

Side _____ ft

Side _____ ft

Rear: _____ ft

Proposed setbacks cannot be less than the required setbacks

*Setbacks are from property lines not from street / curb edges

**Accessory Structure
Square Footage Permitted***

Total Allowed
Square Footage: _____

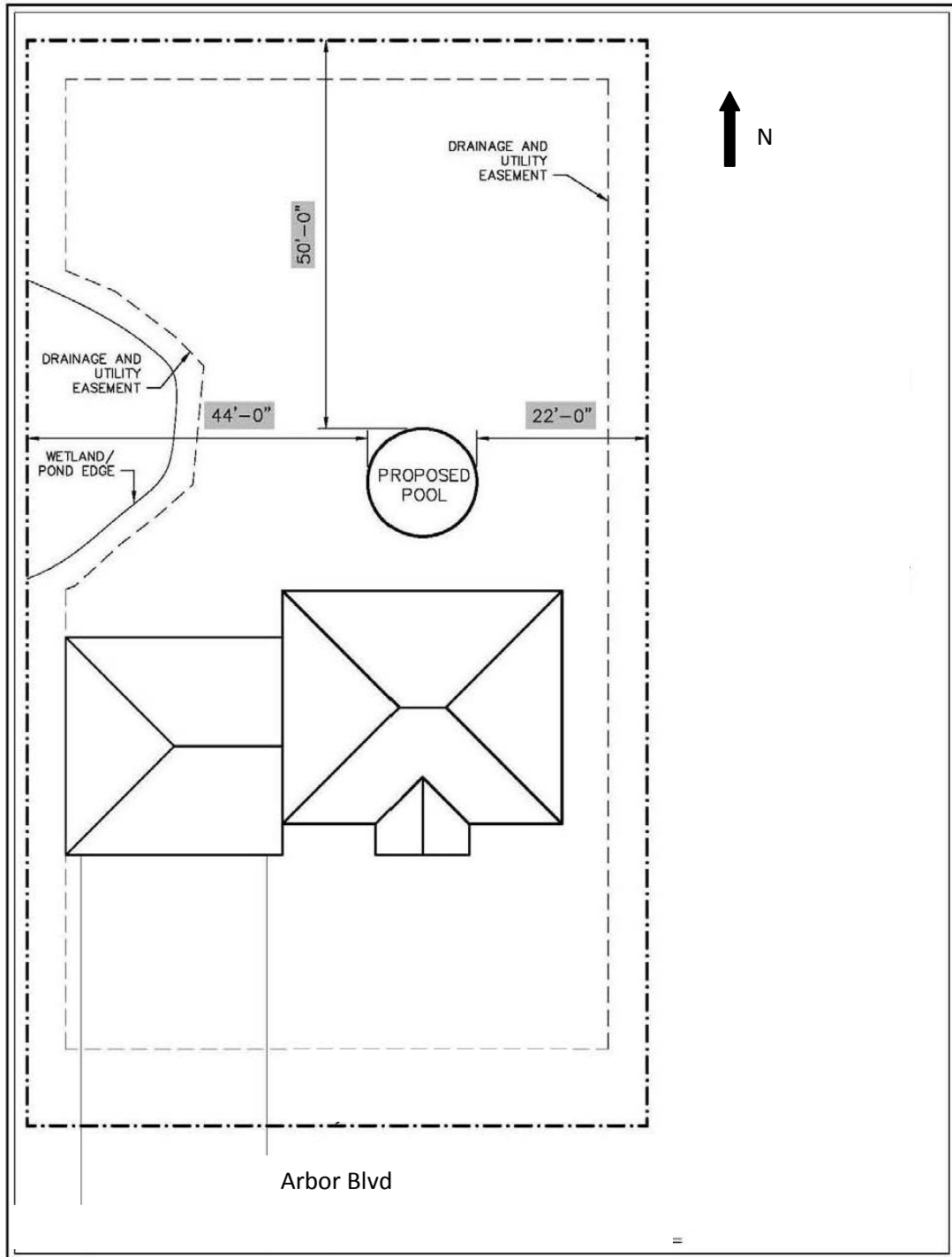
Total Existing
Square Footage _____

Total Proposed
Square Footage: _____

*Total number of accessory structures allowed in the City is three.

SAMPLE SITE PLAN

(This does not need to be a computer generated drawing.)



**SHERBURNE COUNTY ZONING
ADMINISTRATION**

13880 Business Center Drive Elk River, MN 55330
763-765-4450 / 1-800-438-0578 Fax: # 763-765-4467
E-mail: zoning@co.sherburne.mn.us

Date Rec'd by CITY:	
Date Rec'd by COUNTY:	
Land Use Permit Fee:	\$100.00
Note: Other permits and fees may be required after initial Land Use Permit Review	

APPLICATION FOR LAND USE PERMIT

Lake or River: Mississippi Rec & Scenic River Districts: Wetland:

Contractor Name: _____ Mobile/ Pager: _____
Address: _____
City: _____ State: _____ Zip Code _____
Telephone: _____

Property Owner Name: _____ Telephone: _____
Address: _____ Mobile/ Pager: _____
City: _____ State: _____ Zip Code: _____

Lot Area (acres or square feet): _____
Property Address: _____
Describe Project: _____

What is the intended use of this building: _____

Will the building be connected to a septic system? Yes No

Does this property have a wetland on it? Yes No

THE FOLLOWING ITEMS MUST BE SUPPLIED WITH APPLICATION:

- _____ Site Plan (showing project location and proximity to wetland, lake, river etc)
- _____ County may determine that a site visit is necessary.
- _____ Fees Paid

AGREEMENT: I hereby certify that the information herein is correct and agree to do the proposed work in accordance with the description on this application and according to the provisions of the ordinances of Sherburne County, Minnesota. I further agree that any plans and specifications submitted herewith shall become a part of this permit application. I also understand that by applying for this permit, I grant the zoning authority access to the above property for inspections throughout the application and permitting process.

Dated _____ Signature of Owner _____
Printed Name of Owner _____

Dated _____ Signature of Contractor _____
Printed Name of Contractor _____

FOR PROJECTS LOCATED NEAR A LAKE OR RIVER, MISSISSIPPI RECREATIONAL AND SCENIC RIVER DISTRICT AND WETLANDS PLEASE INCLUDE THE FOLLOWING ON THE SITE PLAN.

For all water features please provide the following:

- Project purpose and description
- Locations and dimensions of proposed projects, activity or structures.
- Property boundaries and dimensions
- Proposed projects, activity or structures setbacks from:
 - lot lines
 - bluff
 - Ordinary High Water Level (OHWL)
- Driveway and parking setback from OHWL
- Vegetation being removed and replaced
- Proposed grading, excavating and filling including slopes
- Intended use of building
- Directional arrow and scale
- Erosion and sediment controls
- Location of the septic system and well
- Stormwater management (directional flows & infiltration)
- Spoil and disposal location
- Proposed time line

Mississippi Recreational and Scenic River District

- Proposed and existing impervious surface
- Proposed lowest floor elevation (including crawl spaces)
- Proposed and existing retaining walls, stairs, ice ridges, decks, patios, beach, etc.
- Location of ALL structure on property
- Screening of proposed structure/project (vegetation preferred)

Wetlands

- Locations and dimensions of proposed projects, activity must include a plan and profile drawing
- Grading, excavating or filling past and present
- Artificial drainage
- Wetland community type
- Two project alternatives
- Location of inlet and outlets (size and specification)

BECKER TOWNSHIP

Town of Becker Building Code Ordinance

SECTION 9. SWIMMING POOLS

Swimming pool permitting, access control, and drainage requirements are as follows:

1. Temporary, prefabricated pools less than twenty-four (24) inches in depth and less than five-thousand (5,000) gallons in volume are exempt from permitting requirements.
2. Temporary, prefabricated pools greater than 24 inches in depth or greater than 5,000 gallons in volume require a building permit and may require a land use permit from the County. The permits will be valid as long as the same pool is assembled on the same location each year
3. All in-ground pools require a building permit and may require a land use permit from the County.
4. Pools that require a building permit must be completely enclosed by a permanent fence equipped with self-closing, self-latching gate not less than 4 feet in height, at a distance not less than 4 feet from the pool or, for above group pools, have a removable ladder.
5. Drainage from temporary, prefabricated pools must be within the property boundary in a manner that does not cause harm to another property, natural environment, or township infrastructure.

CITY OF BECKER

City Code – Chapter 4: Construction Licensing and Permits and Regulation

SEC 4.03, Subd 1. Exemptions from Permit Requirement

- D. Prefabricated swimming pools, accessory to dwelling units constructed to the provisions of the International Residential Code or the International Building Code, which are 24 inches or less in depth, do not exceed 5,000 gallons and are installed entirely above ground.

City Code – Chapter 11: Land Use Regulations (Zoning)

SEC 11.21. Subd. 12 B. Pools Performance Standards

- A. Definition: In Ground Swimming Pool – An artificially enclosed body of water intended for recreational use that is established below the ground
- B. Requirements: All in ground pools require a building permit and shall be enclosed with a fence that is a minimum 5 feet high and must include working lockable gates. Fence spacing between the bottom of the fence and the ground shall not exceed 2 inches. And the spacing between the pickets shall not exceed four (4) inches. Chain link fences shall be permitted, if the mesh for the fence does not exceed a 2.25 inch square. The fence shall be installed prior to filling the pool.