Single Family Residences / Multi-Family Residences (Lots Over 5 Acres)

Building Permit Application

PLEASE PRINT CLEARLY

Date: _____ Type: ☐ Residential ☐ Commercial

The Applicant Is: ☐ Owner ☐ Contractor ☐ Architect

Site Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Legal Description:

Subdivision _____ Lot ____ Block ____ PID _____

Property Owner:

Name: _____

Contact Person: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contractor:

Company Name: _____

License / Bond: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____ Cell: _____

Describe Work:

_____

_____

_____

Total Job Valuation $: _____

- *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 is 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.*

Signature of Contractor/ Responsible Party	Print Name	Date
Approved by Building Inspector / Signature	Print Name	Date

Township Use Only
Permit #:
Date:
Permit Fee:
Plan Check Fee:
Investigative Fee:
Plumbing Fee:
Mechanical Fee:
Fireplace Fee:
Water Access Charge:
Sewer Access Charge:
Water Meter Fee:
Lawn Escrow:
Water / Sewer Install:
Other:
Other:
LUP Refund:
Surcharge Fee:
Total:

** BUILDING PERMITS WILL BE PAID FOR AT PICK-UP**

Payment Information / Receipt

Payment Type: ❑ Check ❑ Cash ❑ Card	Date:	Total Due:
Paid By:	**Total Amount Paid:**	

Check #:

STAFF USE ONLY

Date Submitted _____

❑ Owner Verified	❑ PID Number on Permit
❑ Signed by applicant	❑ Business License Verified
	❑ Complete

Code Analysis

Type of Construction	
Use of Building	
Occupancy Group	
Occupancy Load	

County Documents ❑ Completed

Land Use Permit Required	❑ Yes ❑ No	Date Received:
County Right-of-Way Access Needed (New Construction)	❑ Yes ❑ No	
Driveway Permit ❑ Yes ❑ No Date Received: ❑ Approved ❑ Denied	❑ Right-of-Way Permit from Sherburne County (if, yes)	
	❑ Contractor/Resident advised of mailbox requirement	❑ Yes ❑ No

Septic Compliance ❑ Completed

Required	❑ Yes ❑ No	Date Completed or, House Built:
	If No, Reason:	

Electronic Copies ❑ Completed

Required	❑ Yes ❑ No
Location:	

Carefree Country Club Approval

❑ Yes
❑ No
(Only Use if Property is part of Carefree Country Club)

Required Review Signatures

_____ City Planner Signature _____ Date	❑ Approved ❑ Denied ❑ Needs more Info	_____ _____ _____ _____ _____
Township Engineer Approval _____ Date	❑ Approved ❑ Approval Attached ❑ Denied ❑ Needs more Info	_____ _____ _____ _____

❑ **Application Complete** **Date** _____

PERMIT CHECKLIST

This checklist 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. For your convenience, all building permit paperwork is to be submitted to Becker City Hall. 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 **three weeks** for review and issuance of the permit.

*THE FOLLOWING IS A LIST OF **REQUIRED** DOCUMENTS DUE AT THE TIME OF SUBMITTAL. **TO AVOID DELAY, CAREFULLY READ ALL INSTRUCTIONS** AND **CHECK EACH BOX** AS YOU COMPLETE, **ATTACHING EACH DOCUMENT.. YOUR APPLICATION IS NOT DEEMED COMPLETE UNTIL ALL OF THE FOLLOWING ITEMS HAVE BEEN RECEIVED!***

- ❑ ***Electrical Permits (if required) are given by a state electrical inspector***

- ❑ ***Building Permit Application***

- ❑ ***Septic compliance report or proof of new septic installation (dated within the last 10 years)***
  - ☐ 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.

- ❑ ***Approved Land Use Permit (LUP) from Sherburne County (see 1.5)*** *(if you have wetlands on your property or on a lot within a river shoreland or scenic river district you are required to obtain this permit.)*

- ❑ ***Two (2) paper sets of building plans drawn to scale (see 1.4)***

- ❑ ***Certificate of Survey (see 1.1 and 1.2), unless the following statements can be met. If all of the following statements are true then a detailed site plan (that contains and shows all information shown below) may be submitted in place of the survey. If any of the following statements are not true a survey is REQUIRED.***
  - ❑ Does not change the site topography.
  - ❑ Does not change drainage patterns.
  - ❑ Does not force drainage onto adjoining properties.
  - ❑ Site is not located within the 100-year floodplain.
  - ❑ Accessory Structure complies with all zoning district setbacks and easements of record.

  Detailed Site Plan (see 1.3 Detailed Site Plan Example) (must show all following information)

  circle one

  - ❑ I _____, do swear that I am the said (property(s) owner) or (contractor) and that the proposed structures, as submitted herein via required documentation, will not change site topography, drainage patterns or force drainage onto adjoining properties now or in the future. In addition, I do swear that the proposed site is not located within the 100-year floodplain and complies with all easements of record.

    Only one of the lines (Property Owner or Contractor) must be signed and dated. Whomever is responsible for completing the permitted work as submitted must sign the appropriate line below.

    _____ _____
    Signature of Property Owner Date

    _____ _____
    Signature of Contractor Date

- ❑ Scale of Drawing
- ❑ North Arrow
- ❑ Legal Description of the property
- ❑ Names of all abutting streets
- ❑ Location and dimensions of all existing and proposed buildings
- ❑ Location and dimensions of all existing and proposed accessory structures
- ❑ Location and dimensions of all existing and future garages and deck locations
- ❑ Outside dimensions of the existing accessory structure
- ❑ Outside dimensions of the proposed additions (including decks, porches, stairways, fireplaces, bay and bow windows).
- ❑ (If Necessary) Should the proposed addition be set close to an apparent lot line, and the Building Official and/or Zoning Administrator is not able to determine the setback, the applicant is responsible (via property corners or registered land surveyor) to prove the exact location of the existing lot line, and that the structure will not encroach within the required setback area.

❑ ***New Construction Energy Code N1101.8 Compliance Certificate / Passive Radon System Detail (attached)***

❑ ***Separate Septic Permit Application submitted in conjunction with the building permit***

❑ ***Driveway Permit Application submitted in conjunction with the building permit (see 1.6 for Township Driveway and Access Engineering Standards)***

❑ ***All projects requiring excavation will need a soil boring at the site to verify building three feet above mottling. Report detailing the soil boring findings MUST be submitted with this application.***

❑ ***Electronic submission of all documents larger than 8.5"x11" to permits@ci.becker.mn.us.***

- *The subject line of the email shall include the Property Address / PID # and Builder Name*

❑ ***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.***

❖ The Town Zoning Administrator or Building Official may deny building permits, or require conditions for the purpose of protecting the natural environment and public health, safety and welfare, or for any reason deemed inconsistent with the Comprehensive plan, Zoning Ordinance, or other Township regulation. Denial of or conditions placed upon a building permit may include, but are not limited to:

1. *Structure design that contributes to or causes environmental degradation*
2. *Lots or plats that are unique and susceptible to drainage, runoff, and erosion.*
3. *Situations in which a professional specialist review, certification, or completion of work is deemed necessary by the Zoning Administrator.*

❖ Please be aware the operation of tracked grading equipment on Town Roads is prohibited per State Statute 169.72

Please initial here: (once you have read the building permit, attached all required documents and marked each check box) _____ ***Initials*** _____ ***Date***

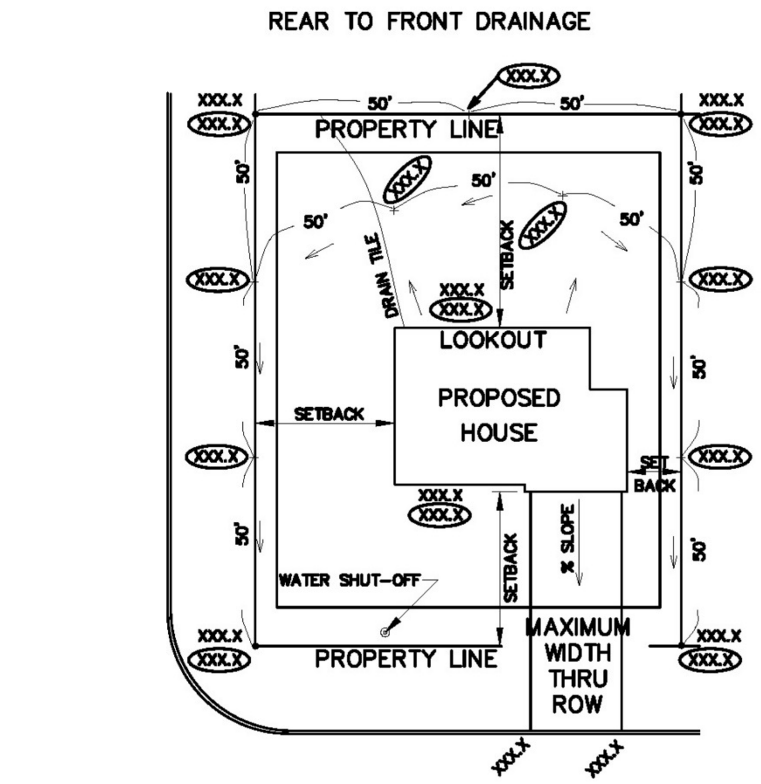
Contact City of Becker with any questions (763-200-4239)
Submit completed building permit applications to:
City of Becker, 12060 Sherburne Ave SE, Becker MN 55308
Hours: Monday – Friday, 8:00AM – 4:30PM
Becker Township website: www.beckertownship.org

1.1 - CERTIFICATE OF SURVEY CHECKLIST

- ❑ All surveys must be certified by a Minnesota Registered Land Surveyor. Civil Engineers may certify topographic surveys. All of the following information is **REQUIRED to be shown on survey!**
- ❑ Scale of drawing
- ❑ North Arrow
- ❑ Legal Description of the property
- ❑ Dimensions of all lot lines
- ❑ Dimensions of all easements of record
- ❑ Location of all utilities (as shown on the recorded plat)
- ❑ Names of all abutting streets
- ❑ Location of all existing and proposed buildings, accessory structures and future garage and deck locations
- ❑ Outside dimensions of the proposed structure (including decks, porches, stairways, fireplaces, and bay and bow windows)
    - ☐ Outside dimensions of the proposed structure must be staked on the lot for the building official to inspect.
        - Stakes become the responsibility of the building permit applicant once established by the surveyor.
- ☐ Location of stakes established by the surveyor along each side lot line
    - Maintenance of these stakes becomes the responsibility of the building permit applicant once established by the surveyor
- ☐ Grade elevations of each lot corner (both existing and proposed elevations)
- ☐ Grade elevations of the center of existing or proposed street at each lot line extended and at the driveway.
- ☐ Grade elevations of proposed grades around buildings
- ☐ Grade elevations of proposed grades around the driveway
- ☐ Grade elevations of the proposed grades around retaining walls and walkout (if applicable)
- ☐ Proposed floor elevations: (Such elevations may be based on assumed data but shall be tied by the surveyor to a specified benchmark, if there is a known N.G.V.D. within a one-half mile distance. In either case, a benchmark description shall be given on the drawing.
    - ☐ Basement
    - ☐ Top of foundation
    - ☐ Garage
- ☐ Proposed disposal of drainage and surface water, indicating direction of surface water drainage by arrows.
    - This must concur with any existing subdivision drainage plan
- ☐ Garage noted along with driveway position and percent slope
- ☐ Existing wetlands, ponds, streams and lakes
    - ❑ For ponds and lakes, the normal water level and the 100-year flood elevation must be indicated on the survey.
- ☐ Location of sewer and water connections
    - ❑ If stubs for city water and sewer are available at the lot, the location, size and elevation shall be shown on the survey.
    - ❑ If stubs are not available at the lot, should survey to determine elevation of inverts of nearest manholes up and down stream of the proposed building and show proposed location on the survey.
    - ❑ In the case of private septic systems and wells, location of each shall be shown on the plan as approximate and septic system drain field laid out on the plan with proposed elevations.

1.2 - CERTIFICATE OF SURVEY EXAMPLE

(see 1.1 for all required survey information)



PROPOSED HOUSE ELEVATIONS

TOP OF FOOTING ELEVATION: XXX.X
LOWEST FLOOR ELEVATION: XXX.X
TOP OF BLOCK ELEVATION: XXX.X
GARAGE SLAB ELEVATION: XXX.X
TOB @ REAR ELEVATION: XXX.X

LOT, BLOCK, PLAT NAME
SCALE: 1 INCH = XX FEET
BENCH: TNH LOT X & LOT Y
BENCH ELEV: XXX.X

LEGEND

XXX.X	DENOTES EXISTING ELEVATION
(XXX.X)	DENOTES PROPOSED ELEVATION
——	DENOTES EASEMENT
←——	DENOTES DRAINAGE FLOW DIRECTION
—•—	DENOTES MONUMENT
+	DENOTES SPOT ELEVATION

John C Doe
JOHN C. DOE, L.S. Reg No. XXXXX

NTS

SEH

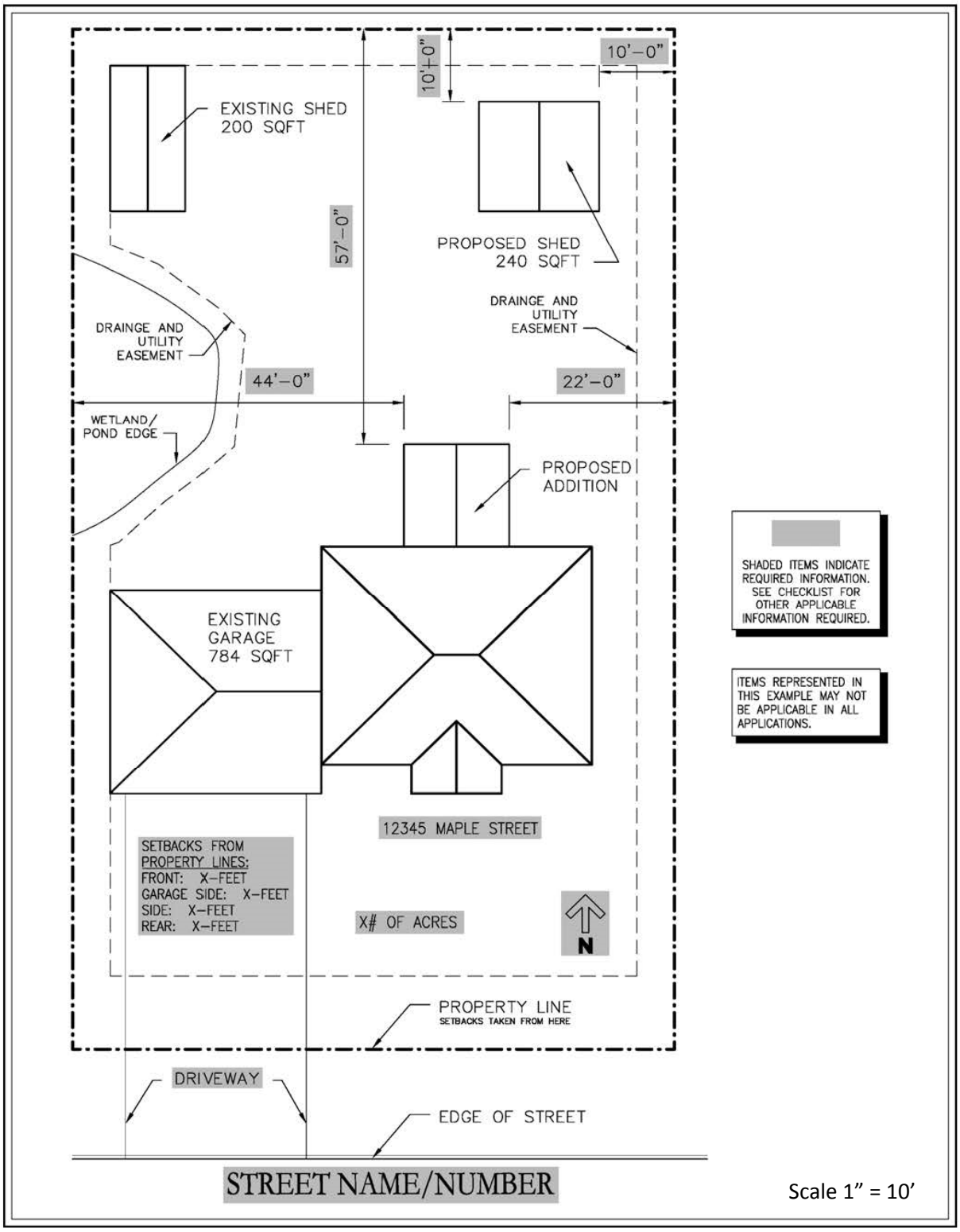
SAMPLE LOT SURVEY (PLATE 1 OF 3)

Revised: JAN. 2012

SEH Plate No. GEN–11

1.3 – DETAILED SITE PLAN EXAMPLE

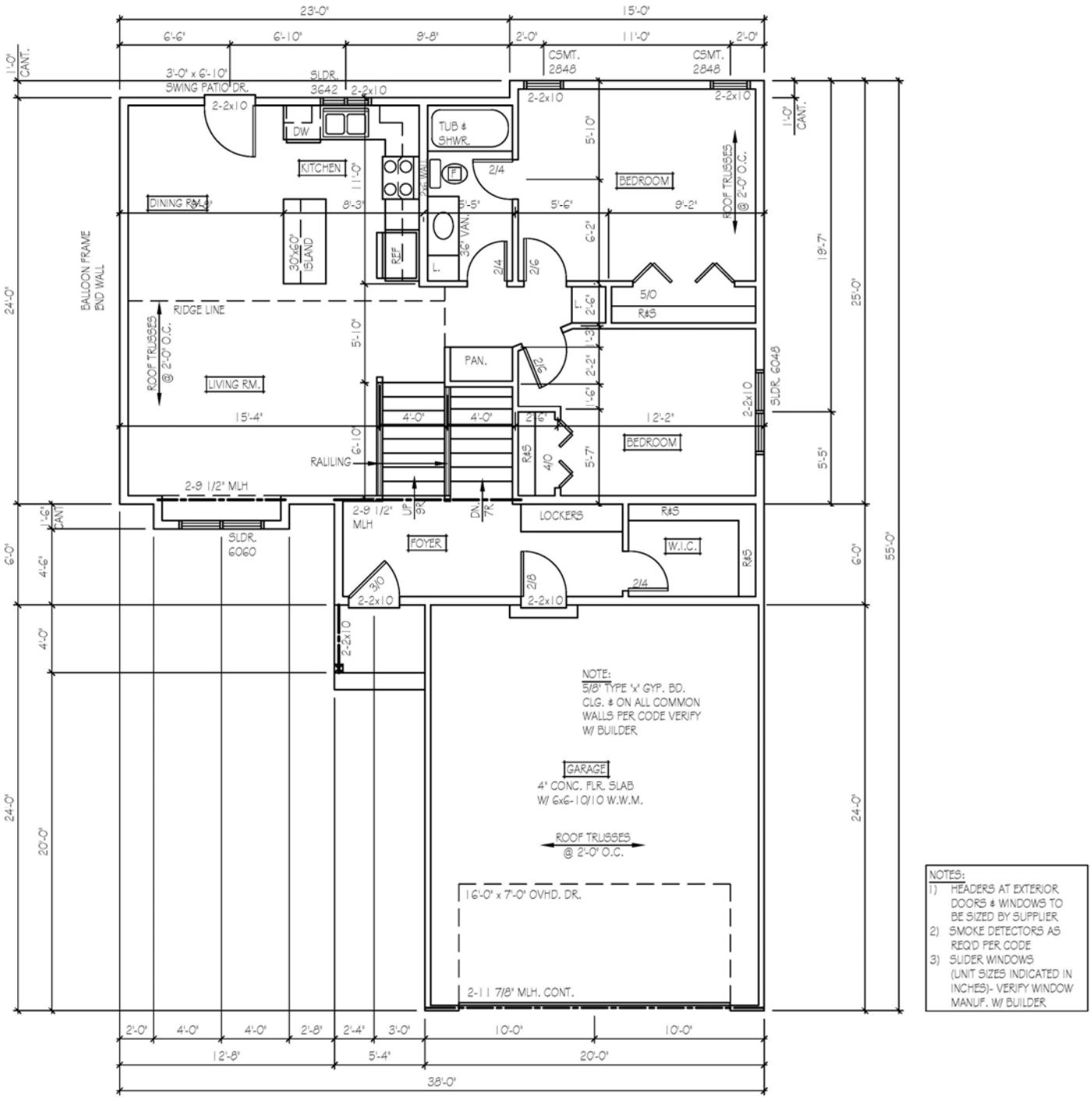
*(**MUST!** be drawn to scale and include all information listed in the permit checklist)*



1.4 – SAMPLE BUILDING PLAN

*(Plans do not need to be professionally or computer drawn (although recommended) but **MUST!** be drawn to scale)*

(The following drawing does not show all requirements for building plans. Consult with Building Inspector or Contractor before submitting to make sure you have shown all required elements)



1.5 – EXAMPLE LAND USE PERMIT

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)

1.6 – TOWNSHIP DRIVEWAY AND ACCESS ENGINEERING STANDARDS

ENGINEERING STANDARDS
TOWNSHIP OF BECKER
SHERBURNE COUNTY, MINNESOTA

1. Minimum roadway culverts shall be 15 inches in diameter. Allowable materials are 16 gauge corrugated metal, dual walled high density polyethylene and reinforced concrete pipe. A minimum of 12 inches of cover shall be maintained as measured at the edge of the bituminous mat between the top of the culvert and the roadway subgrade. All culverts shall be installed with aprons.

2. Head walls constructed around the ends of culverts are not to be permitted. Driveway inslope in the ditch at the culvert shall be no greater then 4:1. Only one driveway will be allowed per residential lot per roadway except when authorized by the Town Board. Driveways must be spaced no closer than 150 feet to each other on a township road designated as a collector roadway. Where this is not possible a single shared driveway must be built upon the shared lot line. Any variances from these requirements must be brought to the Town Board. Unapproved driveways will be required to be removed at the owner's expense.

3. All lots are to have a roughed in driveway at the time the basement is dug for construction vehicles to use. **Driving randomly off the blacktop is not permitted**. The cost of repair to township roads and ditches will be billed to the abutting owner.

4. Concrete driveways shall be constructed to terminate three feet from the existing or proposed edge of bituminous roadway or 15 feet from centerline, whichever provides the greatest distance from centerline. The area between the edge of concrete and the edge of bituminous roadway shall be surfaced with bituminous pavement.

   If the landowner so chooses to place concrete to the edge of existing or proposed bituminous roadway, a construction joint shall be installed at three feet from the edge of bituminous or 15 feet from centerline, whichever provides the greatest distance from centerline. The landowner is advised should any future resurfacing projects occur; the concrete between said joint and the edge of bituminous will be removed and replaced with bituminous pavement.

5. Headwalls, fences and etc. constructed around the ends of culverts or within the road and ditch right-of-way are in violation of State Statue 160.27, Particular Uses of Right-of-Way, Subd. 5, Misdemeanors and shall not be permitted. Violation of this law holds the landowner or renter responsible for any obstruction that may cause damage or injury. The cost of headwall removal will be billed to the landowner or renter.

6. All construction debris is to be enclosed by a fence or kept in a dumpster. Burial of construction debris, trees, stumps or branches is not allowed. Burning of trees, stumps or branches is permitted with a valid burning permit.

7. All construction shall comply with applicable township, county, state, and federal rules and regulations.

8. Mail box installations shall be in accordance to Becker Township Standards.

INITIAL DRIVEWAY PERMIT APPLICATION FOR ACCESS TO TOWNSHIP ROAD

BECKER TOWNSHIP, SHERBURNE COUNTY, MINNESOTA

12165 Hancock Street, PO Box 248, Becker, MN 55308

T: 763.261.5301 F: 763.261.5303 Web: Beckertownship.org Email: clerk@beckertownship.org

A permit application is required for "ANY" WORK IN THE Township Rights of Way

Permit fees MAY be waived if the work benefits the Township

For Office Use Only ❑ Driveway Permit ❑ Other Permit _____

Building Permit Number _____ Township Road _____

Construction Deposit waived for Single Family Residence initial driveway.

If the work is not completed as outlined, costs incurred by the Township to remove or complete the construction will be charged to the property owner.

PLEASE PRINT

More than one driveway access per property requires Township Board Approval and an additional permitting process.

Applicant Name: _____ Phone: _____ Fax: _____

Address (Street, City, Zip): _____

Property Owner: _____ Phone: _____

Address (Street, City, Zip): _____

Proposed Access Location (Street Name) _____ Miles/feet N-E-S-W of

Intersecting Street (Name): _____

Legal Description: Located in _____ Quarter of Section _____ Township ___ Range ___ or Located in Plat (name): _____

Parcel Identification Number 05– _____ - _____

Property Address: _____

Access Purpose Residential _____ Commercial _____

Number of present accesses: _____ **Date access will be installed:** _____

Attach a sketch of the property, present & proposed accesses in relation to intersecting roads

I (we) the undersigned, herewith make application for permission to construct the access at the above location, said access to be constructed to conform to current Township Engineering Standards. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the Township Road to its original condition.

Further, I (we) the undersigned, have received a copy of the current Township Engineering Standards and Minnesota Statute 160.2715 Right of Way Use, Misdemeanors.

Further, I (we) the undersigned, realize the if property indicated above has a driveway that does not comply with current Becker Township Engineering Standards a certificate of occupancy will not be granted until the driveway is brought into compliance.

Date: _____ Applicant Signature: _____

Date: _____ Property Owner(s) Signature(s): _____

This Side for Department Use Only

Date of Initial Inspection: _____

Right-of-Way Width: Feet: _____ Total Width: _____ From Centerline: _____

Culvert required? (aprons are required): ❑ Yes ❑ No Size: _____

Drive access conforms to current Engineering Standards: ❑ Yes ❑ No (see comments below)

Inspection (circle one): **Approved** **Non-compliant**

Inspection: Date:_____ Signature:_____

Inspection Comments:

If original inspection does not conform to current Becker Township Engineering Standards, acknowledgement is required.

New Construction Energy Code Compliance Certificate

Per N1101.8 Building Certificate. A building certificate shall be posted in a permanently visible location inside the building. The certificate shall be completed by the builder and shall list information and values of components listed in Table N1101.8.

Date Certificate Posted	
Mailing Address of the Dwelling or Dwelling Unit	**City**
Name of Residential Contractor	**MN License Number**

THERMAL ENVELOPE

Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply								Other Please Describe Here
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate	
Below Entire Slab										
Foundation Wall										Type in location: interior exterior or integral
Perimeter of Slab on Grade										
Rim Joist (Foundation)										Type in location: interior exterior or integral
Rim Joist (1st Floor+)										Type in location: interior exterior or integral
Wall										
Ceiling, flat										
Ceiling, vaulted										
Bay Windows or cantilevered areas										
Bonus room over garage										
Describe other insulated areas										

RADON SYSTEM

	Passive (*No Fan*)
	Active (*With fan and monometer or other system monitoring device*)

Windows & Doors	
Average U-Factor (*excludes skylights and one door*) U:	
Solar Heat Gain Coefficient (SHGC):	

Heating or Cooling Ducts Outside Conditioned Spaces	
	Not applicable, all ducts located in conditioned space
	R-value

MECHANICAL SYSTEMS

Appliances	Heating System		Domestic Water Heater		Cooling System	
Fuel Type						
Manufacturer						
Model						
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:	
Structure's Calculated	Heat Loss:				Heat Gain:	
Efficiency	AFUE or HSPF%				SEER:	
					Calculated cooling load:	

Make-up Air *Select a Type*

	Not required per mech. code
	Passive
	Powered
	Interlocked with exhaust device. Describe:
	Other, describe:
Location of duct or system:	
	Cfm's
	" round duct OR
	" metal duct

Mechanical Ventilation System

Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):

Select Type

	Heat Recover Ventilator (HRV) Capacity in cfms:	Low:		High:	
	Energy Recover Ventilator (ERV) Capacity in cfms:	Low:		High:	
	Continuous exhausting fan(s) rated capacity in cfms:				
	Location of fan(s), describe:				
	Capacity continuous ventilation rate in cfms:				
	Total ventilation (intermittent + continuous) rate in cfms:				

Combustion Air ***Select a Type***

	Not required per mech. code
	Passive
	Other, describe:
Location of duct or system:	
	Cfm's
	" round duct OR
	" metal duct

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