



Building Permits – General FAQ

This handout is intended only as a guide. While every attempt has been made to insure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor.

- 1) Becker Township requires building permits whenever a person will erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure, or any part or portion thereof, including, but not limited to, the plumbing, electrical, ventilating, heating or air conditioning systems therein, or cause the same to be done.
- 2) Application for a building permit shall be made on forms furnished by the Town and said application shall be accompanied by all necessary documentation. You can find the applications online at <http://beckertownship.org/building-permit-applications.html> or by visiting Becker Township Hall, 12165 Hancock Street, Becker, MN.
- 3) What type of permit do I need? Becker Township has five building permit applications. If you are not sure which one to use, feel free to contact the office and we will be happy to help.
 - a. **Residential** – this permit is for any new residential home, additions, interior renovations, adding accessory structures, pools or decks. For more information about residential additions, see the FAQ section of the website.
 - b. **Septic** – any septic work requires this specific permit application.
 - c. **Over the Counter** – this permit is issued same day and is for things such as re-roofing, residing, door replacement, water softeners, demolition, window replacement, etc. See permit for exact types.
 - d. **Commercial** – this permit is for any non-residential structure/roofing/window replacement.
 - e. **Carefree Country** – this specific permit is only for those residents of Carefree Country Club.

How long does it take to get a building permit? Permits where review of plans is necessary can take from a few days to several weeks. For this reason it is important to plan ahead and have your permit application and plans submitted far enough in advance of the start of work that the permitting process does not delay the start of your project.

Septic compliance is required for all permits except over the counter.

Failed Septic compliance requires upgrades regardless if your permit moves forward or not.

- 4) Building Permit requirements in Becker Township are governed by the specific provisions of the Minnesota State Building Code.
- 5) Building permits typically require several additional items beyond just the permit application. Information required varies depending on the type of building permit. Please see the application page and various FAQ sheets to determine what information must be submitted to have a complete application or contact our offices.

- 6) Building Code questions? Need to schedule an inspection? Contact Metro West at 763-479-1720. Failure to cancel scheduled inspection may result in a reinspection fee.

The following do not require building permits

- a. A one-story detached accessory building, provided the floor area of such building does not exceed 200 square feet
- b. Fence not over 7 feet high
- c. Window awnings, supported by an exterior wall of Group R-3 and Group U occupancies
- d. Decks, platforms not more than 30 inches above adjacent grade and not attached to a structure with frost footings and which is not part of an accessible route

- 7) Electrical Permits are given by a state electrical inspector. 320-743-3149.
- 8) Refer to Township Ordinances and related FAQ sheets for further information on requirements and regulations. FAQ sheets may be found on our website: <http://beckertownship.org/building-permit-applications.html>. Feel free to contact either the Town Hall office with any questions.
- 9) Call before you dig!
 - a. Minnesota State Statute 216D requires everyone who participates in any type of excavation to provide advance notice of at least two working days to Gopher State One Call.
 - b. A printed copy of 216D.03 through 216D.07 is available upon request.
 - c. Gopher State One Call
 - i. 811 or 651-454-0002 or 1-800-252-1166
 - ii. Office hours M-F 7 am – 5 pm
 - iii. Online: www.gopherstateonecall.org

10) **As Built Certificates of Survey (or staking certificates) are required for all new single family homes and commercial construction.**

- a. This certificate of survey is completed after your home is built at the expense of the homeowner.
- b. Do not forget to plan this step in your budgeting process.
- c. Allow up to one week for review prior to scheduling a closing.
- d. As built surveys depicting elevations lower than what was approved may NOT be granted certificates of occupancy.

- 11) The Town Zoning Administrator or Building Official may deny a 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:

- a. Structure design that contributes to or causes environmental degradation.



New home sites need to display a temporary address sign if the Red Fire sign is not yet in place.

- b. Lots or plats that are unique and susceptible to drainage, runoff, and erosion
- c. Situations in which a professional specialist review, certification, or completion of work is deemed necessary by the Zoning Administrator

12) Permit Expiration: Expiration occurs 180 calendar days after permit is issued.

13) Permit applicant and property owner are responsible for complying with Becker Township ordinances, Minnesota building codes, manufacturer’s specifications, building permit details, and “approved” plans. Review the approved permit documents for specific requirements prior to beginning construction. One of the most important steps in the permit process is the submittal and review of building plans.

Permit Expiration:
Expiration occurs 180 calendar days after permit is issued with a positive outcome. Reactivation fees will be incurred for expired permits. If the project is expected to go beyond the 180 days you must contact Metro West PRIOR to the expiration of the permit.

14) “Approved” plans and specifications shall not be changed, modified, or altered without prior approval from the Building Permit Department. Changes/modifications/alterations usually require additional permitting, fees and/or reviews.

15) Approved Permit Documents to be available on Project Site.

16) New home sites need to display a temporary address. The red fire signs are typically not installed until after you move into your new home. If they are damaged during construction, as a homeowner, you must pay for a new one.

17) Becker Township supplies the first fire sign for each address. It will be installed by the Township. If you do not see your new fire sign within 2 weeks of moving into your new home, contact the Town Clerk at 763-261-5301.

18) Becker Township recommends Swing-Away Mailbox supports. You may install whatever type you choose, but if it is damaged by maintenance activities, you are responsible for cost or replacement. See Township Swing Safe FAQ

Permit, Inspection Card and approved plans, throughout the project shall be

Posted

Visible

Accessible

19) It is your responsibility to be sure your driveway connection to the road is built according to standards.

- a. Driveway off a Township Road – see Township Driveway and Access FAQ
- b. Driveway off a County Road – contact Sherburne County for their requirements

20) Permits are paid for at time of pickup. If you cancel a permit, you are still responsible for any incurred review fees.

21) Fee Schedule can be used to approximate a building permit cost. It can be found at : <http://beckertownship.org/building-permit-applications.html>. See Building Permit Costs FAQ for assistance in estimating permit fees.

22) Setbacks differ depending on the zoning of each parcel and the type of road, lake, or waterbody that the property fronts. Because there are so many variables, we advise our residents to contact

the Planning and Zoning office to determine the required setbacks for each property. Setbacks can also be found in our Ordinances available on our website.

- 23) **Is my lot buildable?** There are many requirements that need to be met in order for a lot to be buildable.
- a. Easement access does not guarantee a buildable lot. Please review zoning ordinance when it comes to easements.
 - b. Depth to water table for the low floor elevation, setbacks requirements, septic regulations, well placement, and zoning are just a few of the items that need to be verified.
 - c. Environmental considerations that also need to be reviewed include; wetland, shoreland, and floodplain regulations.
- The Township cannot always tell prospective or current owners of a property if a lot is buildable as it sits. Further research is needed in many cases. It is up to the owner to complete their due diligence to determine if all requirements can be met.
- 24) Can I pull my own permits as a property owner? Yes, with a few exceptions.
- a. Rental properties. All plumbing, electrical & mechanical work shall be performed by a licensed contractor.
 - b. Intent to sell property. Owner must be state licensed if performing work on more than one property in a 2 year period.
 - c. For more information, visit the Minnesota State Department of Labor & Industry website.
- 25) How do I find my property lines? It is the property owner's responsibility to determine where the property lines are. Property iron stakes are placed at the corners of the lot, usually at or below grade and can sometimes be found using a metal detector. Approximate property lines can be found on the County's Beacon website. You may ask the Township office if a property survey is on file.

Submit completed building permit applications by:



Mail

PO Box 248,
Becker MN 55308



Email

permits@beckertownship.org
Questions? 763-261-5301



Drop Off

12165 Hancock St,
Becker MN 55308

Office hours: **8am – 4:30pm**

Monday, Tuesday, Wednesday, & Friday

Email clerk@Beckertownship.org