



# Decks and Platforms (Greater than 30 inches above adjacent grade and not part of an accessible route)

## 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 \_\_\_\_\_

**Payment Information / Receipt**

Payment Type:	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Card	Date:	Total Due:
<b>Paid By:</b>	<b>Total Amount Paid:</b>		

<b>Township Use Only</b>
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\*\***

Check #:

## STAFF USE ONLY

**Date Submitted**

**Code Analysis**

Type of Construction	
Use of Building	
Occupancy Group	
Occupancy Load	

<input type="checkbox"/> Owner Verified	<input type="checkbox"/> PID Number on Permit
<input type="checkbox"/> Signed by applicant	<input type="checkbox"/> Business License Verified
	<input type="checkbox"/> Complete

**County Documents**  Completed

<b>Land Use Permit Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:
<b>County Right-of-Way Access Needed (New Construction)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Right-of-Way Permit from Sherburne County (if, yes)	
	<input type="checkbox"/> Contractor/Resident advised of mailbox requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Septic Compliance**  Completed

<b>Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed or, House Built:
	If No, Reason:	

**Electronic Copies**  Completed

<b>Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Location:</b>	

**Carefree Country Club Approval**

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

**Required Review Signatures**

\_\_\_\_\_  
City Planner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Engineer Approval

\_\_\_\_\_  
Date

<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Needs more Info	_____ _____ _____ _____
<input type="checkbox"/> Approved <input type="checkbox"/> Approval Attached <input type="checkbox"/> Denied <input type="checkbox"/> 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 (completed and signed)**
- 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 1.7) (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 1.3)**
- 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 1.4 Detailed Site Plan Example) (must show all following information)**

- 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

**Permit Checklist**

- 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.

**Supplemental Questionnaire (see 1.5)**

**Final Deck Checklist (see 1.6)**

**(If applicable) written permission from Carefree Country Club for any permits pulled within their property.**

**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](mailto: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

❖ **CALL BEFORE YOU DIG!** 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. A printed copy of 216D.03 through 216D.07 is available. Please **circle YES**, if you would like a copy and **NO**, if you do not.

**CONTACT GOPHER STATE ONE CALL**

811 or 651-454-0002 or 1-800-252-1166

Office hours: Monday-Friday 7:00 a.m. - 5 p.m.

Online: [www.gopherstateonecall.org](http://www.gopherstateonecall.org)



**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](http://www.beckertownship.org)

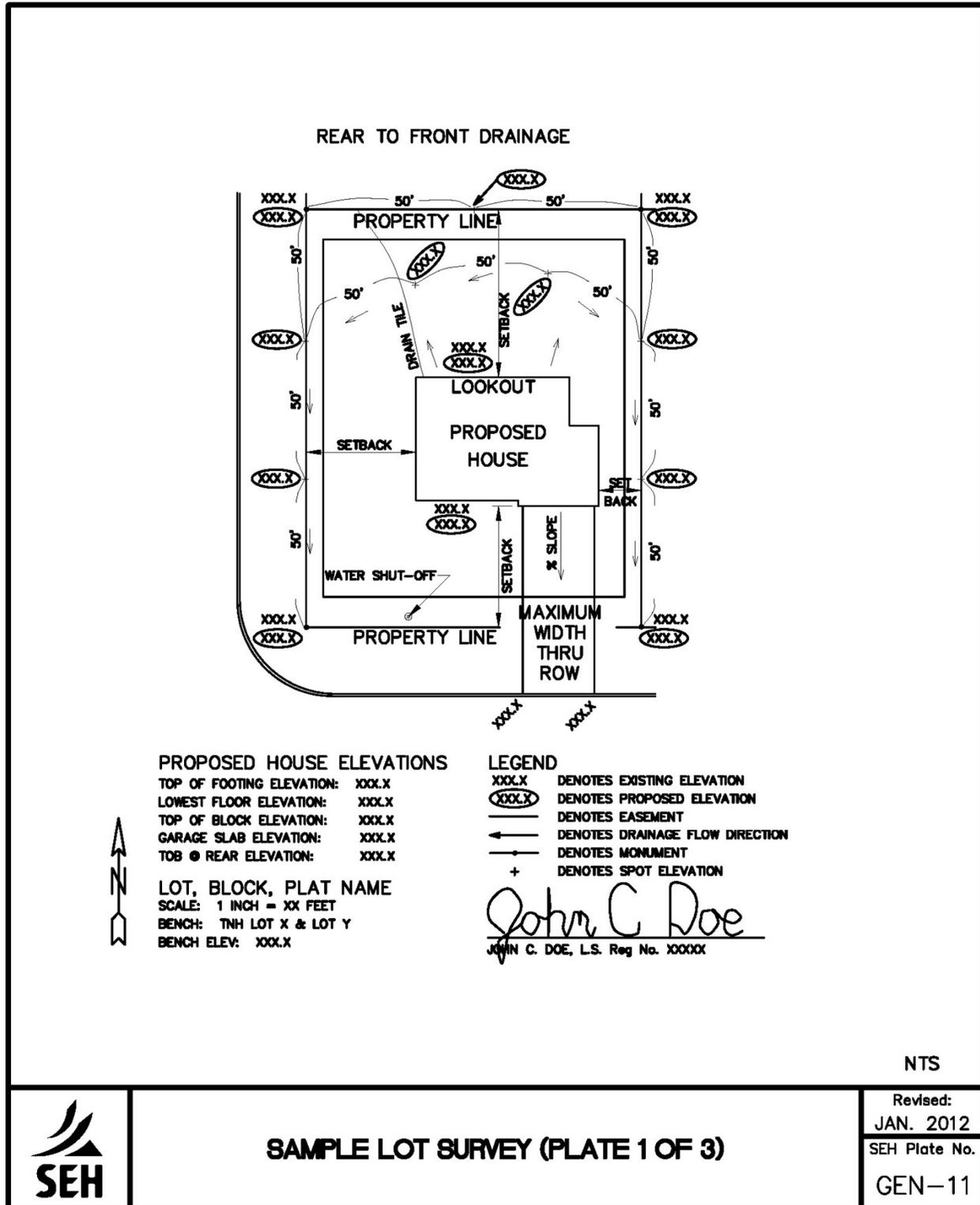
# I.I - CERTIFICATE OF SURVEY CHECKLIST

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- 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.

# I.2 - CERTIFICATE OF SURVEY EXAMPLE

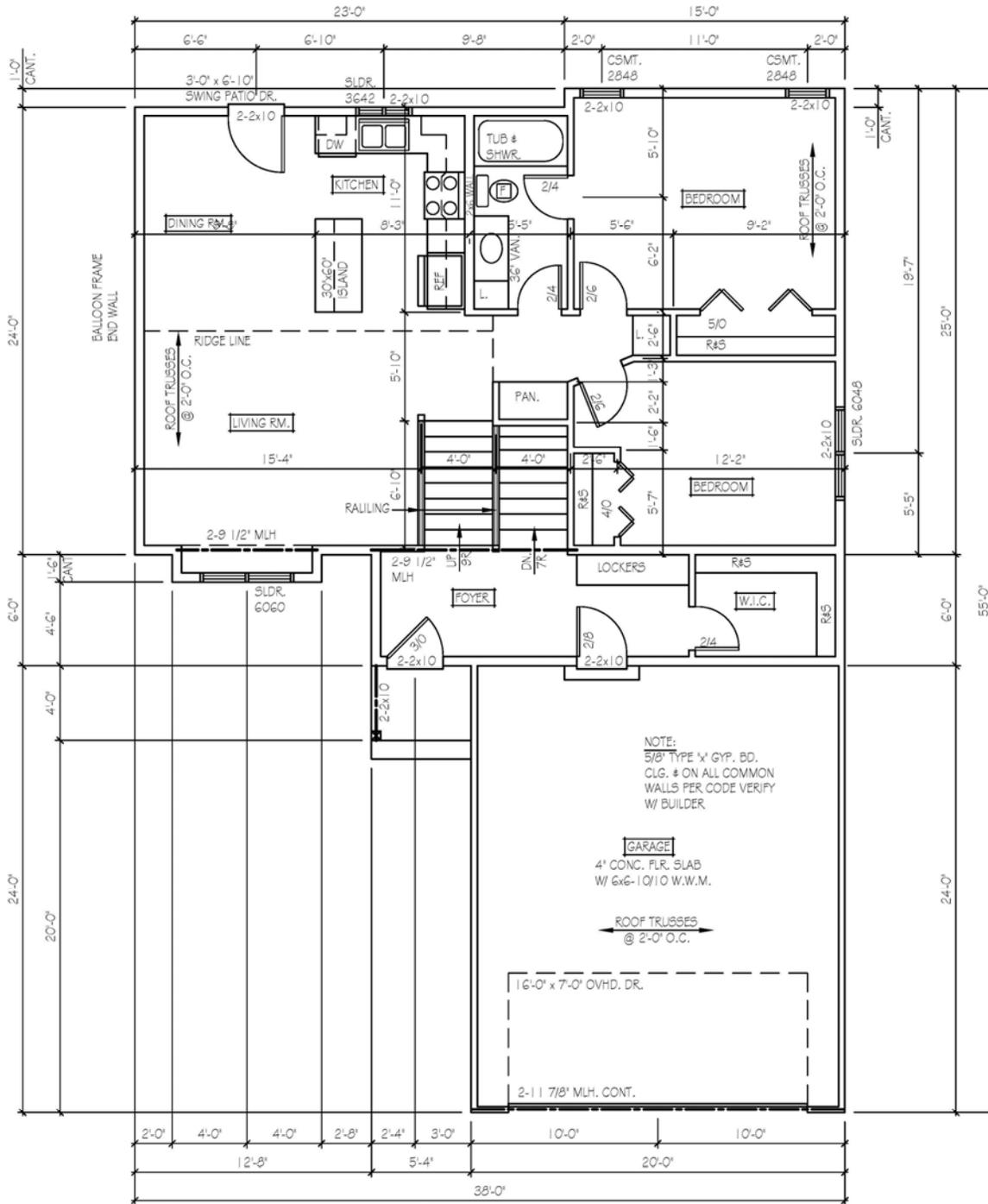
(see I.1 for all required survey information)



# I.3 – SAMPLE BUILDING PLAN

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

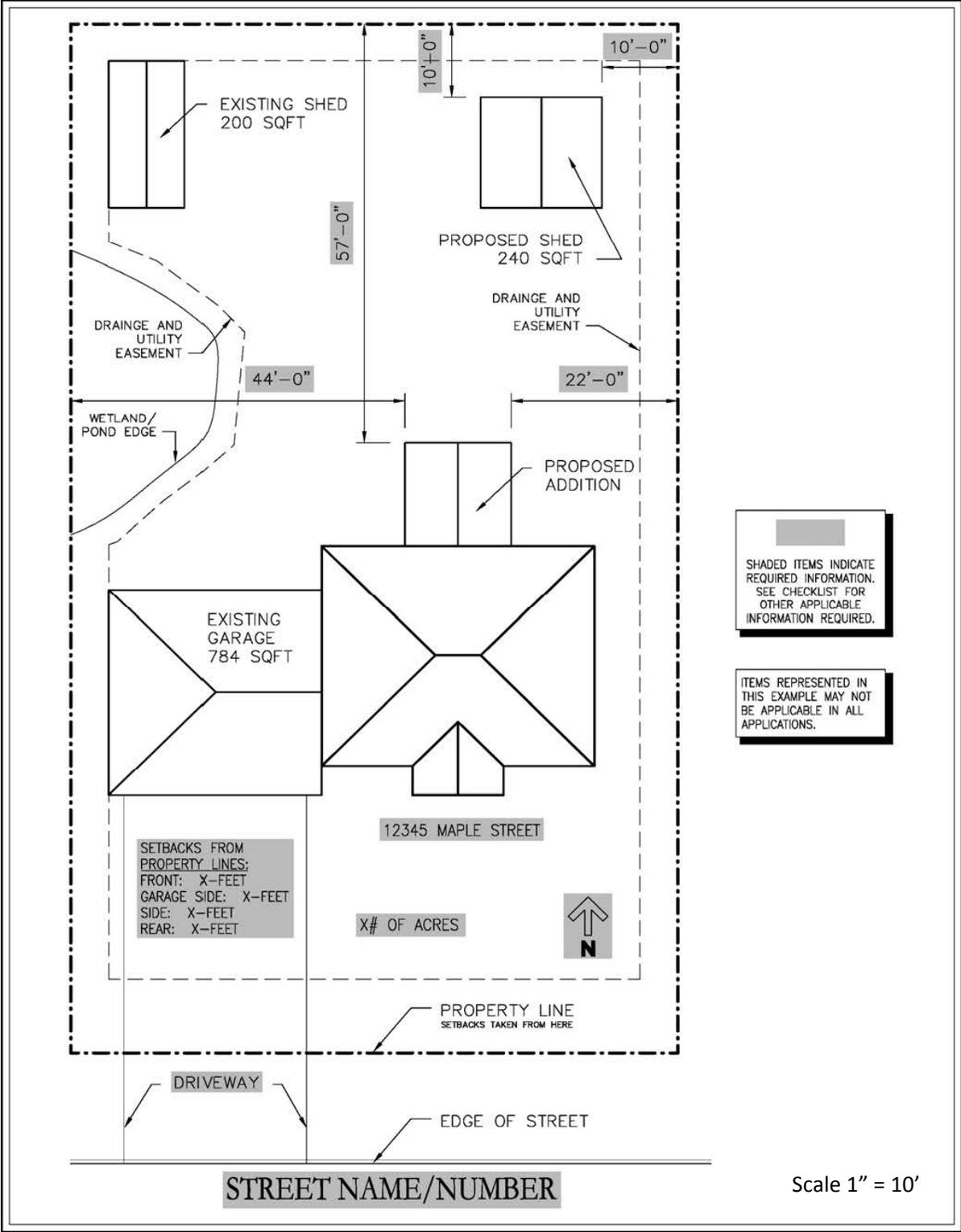
(The following drawing does not show all requirements for building plans. Consult with Building Inspector or Contractor before submitting to make sure you have shown all required elements)



- NOTES:**
- 1) HEADERS AT EXTERIOR DOORS & WINDOWS TO BE SIZED BY SUPPLIER
  - 2) SMOKE DETECTORS AS REQ'D PER CODE
  - 3) SLIDER WINDOWS (UNIT SIZES INDICATED IN INCHES)- VERIFY WINDOW MANUF. W/ BUILDER

# I.4 – DETAILED SITE PLAN EXAMPLE

(Does not include all required information - **MUST!** be drawn to scale and include all information listed in the permit checklist)



# I.5 – SUPPLEMENT TO DECK PERMIT APPLICATION

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*(Plans and all of the information are required with deck permit application)*

1. Size and depth of footing \_\_\_\_\_
2. Type of footing forms (i.e. sono tubes): \_\_\_\_\_
3. Size and spacing of posts: \_\_\_\_\_
4. Size of beams: \_\_\_\_\_
5. Size and spacing of joists: \_\_\_\_\_
6. Is the deck off a house or cantilever (Bay Patio Door)? \_\_\_\_\_
- 6a. If yes, how will joists be supported? \_\_\_\_\_
7. Type of decking boards: \_\_\_\_\_
8. Height of deck off ground: \_\_\_\_\_
9. Height and design of guard rail: \_\_\_\_\_
10. Size of deck: \_\_\_\_\_
11. Is deck over an egress window? \_\_\_\_\_
- 11a. If yes, is there at least 3 feet from the ground to the bottom of the deck? \_\_\_\_\_

## I.6 – DECK FINAL CHECKLIST

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- Is deck ledger board bolted to house with 7/16" lag bolts and washers in each joist space or equivalent fastener?
- Are all joist hangers fully nailed with GALVANIZED JOIST HANGER nails in every hole?
- If deck surface is over 30" above grade, is your guardrail at least 36" high?
- If deck surface is over 30" above grade, are all openings LESS than 4"?
- Is the top of your stairway handrail between 34: and 38" high measured at stair nosing?
- If your stairway 4 or more risers, do you have a handrail on a least one side?
- A minimum 3 ft. x 3 ft. permanent landing is required (such as patio block, concrete or weather resistive wood, or any level surface).
- Stairway more than 30" above grades requires 36" guardrails on BOTH sides, with spacing LESS than 4".
- Stairways must be hung with steel hangers, straps or treated plywood.
- Are all stair risers the same heights and not more than 7 ¾"?
- Are all stair tread runs at least 10"?
- Is the deck ledger board properly flashed where it meets the siding?
- Are all the nails, screws, fasteners and hardware galvanized?
- Is all lumber either treated or of a species resistant to decay? (i.e., redwood, cedar, etc.)
- Are cantilevers a maximum of 24" overhang?
- Are all joists, beams, posts and footings as per the approved plan?
- Open stair risers not over 4".
- Provide for lateral bracing.

Although this list is not all-inclusive, it does contain the most common reasons for final deck inspection failures. If you check all of these items before you schedule your inspection, you will greatly increase your chances of passing.

# DECKS

Guidelines for planning  
the construction  
of a deck.



MINNESOTA DEPARTMENT OF  
**LABOR & INDUSTRY**  
Department of Labor and Industry  
Construction Codes and Licensing Division  
443 Lafayette Road N.  
St. Paul, MN 55155  
Phone: (651) 294-5012 or 1-800-657-3944  
TTY: (651) 297-4198 Fax: (651) 284-5749

The State of Minnesota adopts a set of construction standards known as the Minnesota State Building Codes (MSBC). The MSBC contains safety requirements relating to structure, mechanical, plumbing, energy, electrical, elevators, manufactured buildings and life safety.

The information in this brochure is for general reference for residential construction projects. Contact your municipal building official regarding permits and specific code requirements for residential construction within your community.

**To confirm if your contractor is licensed in Minnesota contact the:**

Department of Labor and Industry  
Residential Building Contractors  
Phone: (651) 284-5069 or 1-800-657-3944  
www.dli.mn.gov/ccdl/LicVerify.asp  
E-mail: DLI.Contractor@state.mn.us

[www.dli.mn.gov](http://www.dli.mn.gov)

05-07



**Gopher State One Call**  
Call at least two full business days before you dig.  
Phone: 811 or (651) 454-0002  
www.call811.com



**Permits**

Building permits are required for all decks that are attached to the home or are 30 inches or more above grade. Decks and platforms not more than 30 inches above adjacent grade and not attached to a structure with frost footings, do not require a building permit and may require a zoning or land-use permit.

Decks and platforms are required to meet the land-use requirements of the community's zoning code. An important first step is to contact the local planning and zoning department with questions.

**A municipality may require permit fees, plan reviews and inspections**

Permit fees are established by the municipality. The plan review is done by the building official in order to spot potential problems or pitfalls that may arise. The building official may make notes on the plan for your use. Inspections are performed at various stages of construction to verify code compliance. Actual permit costs can be obtained by calling your local building inspection department with your estimated construction value.

- Your building inspector will need:
1. An application for permit.
  2. A site plan or survey.
  3. A deck plan with all applicable structural details.

**Required inspections**

1. **Footings:** After the holes are dug, but prior to pouring of concrete!
2. **Framing:** To be made after framing is completed. This inspection can be completed at the time of the final inspection if all parts of the framing will be visible and accessible with prior approval of the building official.
3. **Final:** Is done after completion.

# Construction Codes and Licensing



Setbacks from property lines vary depending upon the city and zoning district your home is located in. Contact the building department in your community for the requirements in your location. This is an important first step in the planning for any deck project.

**Notice regarding pressure-treated wood**

When a pressure-preservative-treated wood is used, it must comply with the American Wood Preservers Association (AWPA) Standard based on exposure (exterior) and use (above ground or ground contact). The lumber must bear the quality mark (stamp or end tag) of an approved inspection agency. Designers, builders and home owners need to verify that proper hardware (hangers, nails, brackets) are appropriate with the particular treatment of the lumber. This not only applies to decks utilizing these products, but sill plates and posts as well. Additional information is available online at [www.dli.mn.gov/ccdl/OpinionDivisionBuilding.asp](http://www.dli.mn.gov/ccdl/OpinionDivisionBuilding.asp).

**General building code requirements**

The 2007 Minnesota State Building Code adopts the 2006 International Residential Code (2006 IRC). All "R" code references provided in this brochure pertain to the 2006 IRC.

- a. Footings must extend to frost depth (if attached to the house).
- b. Decks need to be designed for a 40-pound-per-square-foot live load and balconies to a 60-pound-per-square-foot live load. Decks exposed to the weather must be constructed of approved wood with natural resistance to decay such as redwood, cedar or treated wood. Ledger boards must be bolted or lagged to the building and all connections between the deck and dwelling must be flashed. Before using alternative building products, check with your local building official.

c. Columns and posts in contact with the ground or embedded in concrete, earth or masonry must be of pressure-treated wood approved for ground contact.

d. Cedar or redwood posts need an 8-inch separation from the ground.

e. All decks, balconies or porches, open sides of landings and stairs that are more than 30 inches above grade or a floor below must be protected by a guard not less than 36 inches in height. Grade is measured at edge of structure. 2006 IRC guard opening limitations states required guard on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102mm) or more in diameter. Exceptions: 1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches (152 mm) cannot pass through. 2. Openings for required guards on the sides of stair treads shall not allow a sphere 4 3/8 inches (107 mm) to pass through (R312.2).

f. If a stairway is to be provided, it must be no less than 36 inches in width. Stairways may be constructed having an 7 3/4-inch-maximum rise (height) and a 10-inch-minimum run (length). The largest tread rise and tread run may not exceed the smallest corresponding tread rise or run by more than 3/8 inch. Stairway illumination is required by the code. Open risers are permitted, provided the opening between the treads does not permit the passage of a 4-inch-diameter sphere.

g. Handrails are required on all stairways having four or more risers. All required handrails shall be of the following types or provide equivalent graspability.

1. Type I. Handrails with a circular cross section shall have an outside diameter of at least 1 1/4 inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6 1/4 inches (160 mm), with a maximum cross section of dimension of 2 1/4 inches (57 mm).

2. Type II. Handrails with a perimeter greater than 6 1/4 inches (160 mm) shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch (8 mm) within 7/8 inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 1 3/4 inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1 1/4 inches (32 mm) to a maximum of 2 3/4 inches (70 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm). (R311.5.6.3).

The top of handrail must be not less than 34 inches nor more than 38 inches above the nosing (front edge) of treads and they must be returned to a wall or post.

h. The electrical code requires overhead power lines to be located a minimum of 10 feet above decks and platforms. Existing lines may need to be raised if a new deck is to be installed beneath them.

i. When locating a deck, care must be given to the location of outside gas and electric meters, wells and septic systems. These

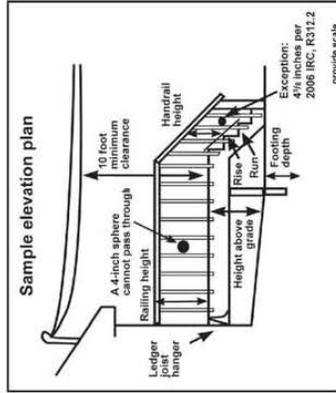
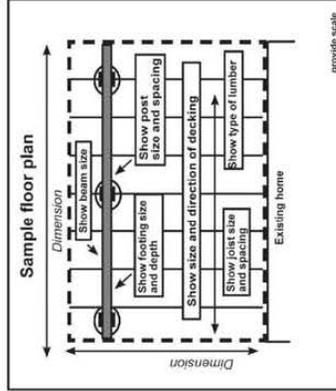
may need to be relocated to allow for construction of the deck. Septic systems and wells may be difficult to relocate, requiring an alternative location for the deck. Contact your local building department prior to placement of any deck that will interfere with these devices.

j. Some communities use a remote outside water-meter-reading device that may need to be relocated to allow for construction of a deck. These devices must be relocated properly and may require special tools. Prior to placement of any deck that will interfere with the operation or accessibility of the reader, contact your local building department or water department to obtain information and procedures about relocating these devices. Note: For specific code requirements, please contact your local building department.

**Plans: Site, floor and elevation**

The text and sample drawings below show the minimum detail expected to ensure the permit process proceeds smoothly. **Two sets of each site, floor and elevation plan are required.** Plans do not need to be professionally drawn. Plans should include all of the information requested and drawn to scale.

**A certificate of survey or site plan** should be drawn to scale that indicates the lot dimensions, the location and size of the existing structure(s) and the location and a size of the proposed structure. Indicate the setbacks from property lines of the existing and proposed structure(s). Include the septic system area and wells, if applicable.



**Floor plan**

1. Proposed deck size.
2. Size and spacing of floor joists.
3. Size and type of decking material.
4. Size, type, location and spacing of posts.
5. Size and type of beams.

**Elevation plan**

1. Height of structure from grade.
2. Size and depth of footings.
3. Guard height and spacing (if any).
4. Stairway rise or run and handrail height (if any).
5. Clearance of overhead wires (if applicable).

# I.7 – 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)