



# Septic Tank / Drainfield / Holding Tank Permit Application

**PLEASE PRINT CLEARLY**

**The Applicant is**

Owner     Installer

**Site Address**

TOWNSHIP USE ONLY		Permit Fee Listing \$	
Date		Septic	
Permit Number		Soil Verification	
		Investigative	
		Admin Fee	\$ 30
PID		Other: _____	
		Total Permit	

**Property Owner:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Installer:**

Company Name: \_\_\_\_\_ Cert. #: \_\_\_\_\_ Lic. #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_

**System Designer:**

Company Name: \_\_\_\_\_ Cert. #: \_\_\_\_\_ Lic. #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Type**     Residential     Commercial

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**Check One**                       New  
 Replacement                   Other: \_\_\_\_\_

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**Type of System**                 I                       II  
 III                                   IV                       V

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**Garbage Disposal?**     Yes     No

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**Dispersal/Treatment**     Trench  
 Mound                       At-Grade  
 Holding Tank                 Bed  
 Other: \_\_\_\_\_

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Number of Tanks: \_\_\_\_\_  
 Size of Tanks: \_\_\_\_\_  
 Separation from Water Well (ft) \_\_\_\_\_  
*Required distance is 50' from deep well and 100' from shallow well*

I hereby apply for a septic tank, drain field and /or holding tank permit. I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of Becker Township and with the Minnesota Health Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan.

I HEREBY CERTIFY that I have no delinquent property taxes, special assessments, penalties, interest, or municipal utility fees due on the parcel to which the application relates. I am also aware that the property taxes which are being paid under the provisions of a court order or which are in the process of being appealed are not considered delinquent for purposes of this law if all payments under the terms of the order or appeal have been paid. I FURTHER CERTIFY that if I am in violation of this requirement, the Town of Becker may deny the permit application by law.

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 Existing Homeowner / Septic Installer                      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: _____	Check #: _____
<b>Paid By:</b> _____		<b>Total Amount Paid:</b> _____	

## STAFF USE ONLY

**Date Submitted**

**Code Analysis**

<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

Type of Construction	
Use of Building	
Occupancy Group	
Occupancy Load	

**County Documents**  Completed

<b>Land Use Permit Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:
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**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	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<input type="checkbox"/> Approved <input type="checkbox"/> Approval Attached <input type="checkbox"/> Denied <input type="checkbox"/> Needs more Info	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**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**
- Completed and signed Septic / Drainfield / Holding Tank Permit application.**
  - Application must be **SIGNED BY THE EXISTING HOMEOWNER OR SYSTEM INSTALLER**
- Approved Land Use Permit (LUP) from Sherburne County (see 1.4) (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.)**
- 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 certificate of 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)**

I \_\_\_\_\_, do swear that I am the said

Property Owner(s) or  Contractor **Select One**

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

**Site Plan must include the following information:**

- 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.
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- Two (2) paper sets of building plans drawn to scale (see 1.3)**
  - All projects requiring excavation will need a soil boring at the site to verify building one foot above mottling. Report detailing the soil boring findings MUST be submitted with this application.**
  - As-built survey or site plan of the installed septic system (see 1.5) showing the existing structures, well location, names of all abutting streets, tank location, drainfield location, dimensions and distance to property lines and any other structures.**
  - Electronic submission of all documents larger than 8 ½ x 11 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.**
- ① 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.*
- ① Please be aware the operation of tracked grading equipment on Town Roads is prohibited per State Statute 169.72

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

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Contact City of Becker with any **questions 763-200-4239**

Submit completed building permit applications to:  
Becker City Hall, 12060 Sherburne Ave SE, Becker  
Hours: M – F, 8:00AM – 4:30PM

Email permits to [Permits@ci.becker.mn.us](mailto:Permits@ci.becker.mn.us)

Becker Township website: [www.beckertownship.org](http://www.beckertownship.org)

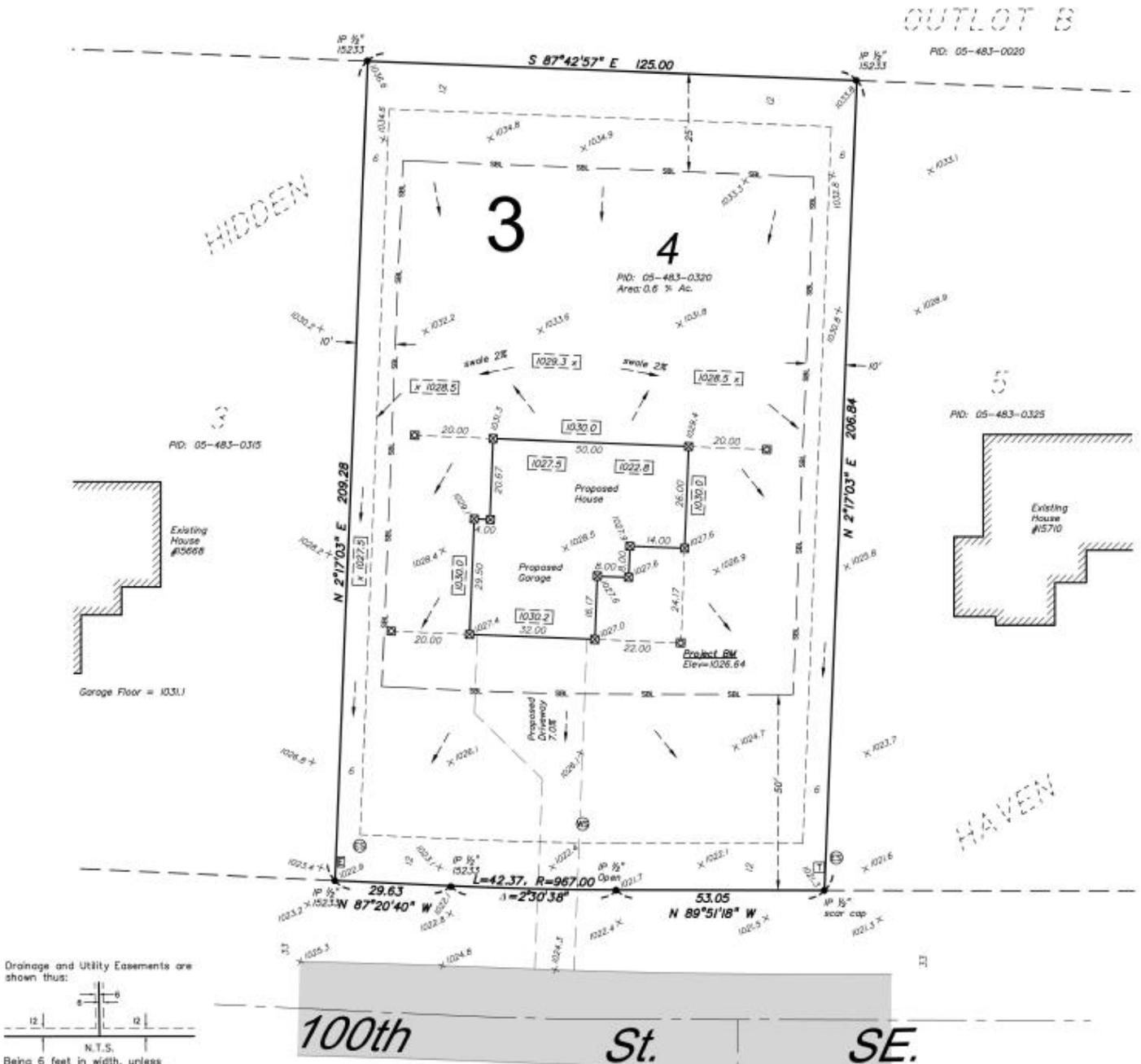
# I.I - CERTIFICATE OF SURVEY CHECKLIST

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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
- If a driveway is to be installed, grade elevations of proposed driveway, adjacent ditch flow line elevations on each side of driveway for at least 10' and culvert invert elevations.
- 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)



Drainage and Utility Easements are shown thus:

N.T.S.

Being 6 feet in width, unless otherwise indicated, and adjoining lot lines, and 12 feet in width and adjoining street lines, as shown on plat.

**Becker Township, Sherburne County, Minnesota**

**NO EXCAVATION OR CONSTRUCTION CAN BEGIN UNTIL THIS PLAN IS APPROVED BY THE LOCAL BUILDING INSPECTOR**

LOWEST FLOOR ELEVATION IS SUBJECT TO SOIL AND WATER TABLE CONDITIONS.

ALL BEARING AND DISTANCE INFORMATION IS PER THE RECORDED PLAT.

EASEMENTS ARE SHOWN PER RECORDED PLAT UNLESS OTHER DOCUMENTATION WAS PROVIDED TO US. CONTRACTOR TO DETERMINE EXACT LOCATION AND ELEVATION OF SEWER SERVICE.

THE LOWEST FLOOR ELEVATION IS SUBJECT TO THE ACTUAL DEPTH AND ELEVATION OF THE SEWER SERVICE.

PRIOR TO ANY EXCAVATION, EXCAVATOR MUST COMPARE SURVEY WITH HOUSE PLAN AND BUILDER TO VERIFY TYPE OF HOUSE, DIMENSIONS AND FINAL ELEVATION(S).

**REFERENCE BENCHMARK**  
 Sherburne County cast iron monument at the Northwest Corner of the NW 1/4 of the SW 1/4 of Sec. 21, Twp. 34, Rng. 28, Elevation = 1025.55 feet (NGVD 29)

**PROJECT BENCHMARK**  
 Top of hub w/lock at most SE'ly building corner offset  
 Elevation = 1026.64 feet (NGVD 29)

**ELEV PER GRADING PLAN**  
 Plans by RLK-Kuusisto L.L.C.  
 Garage Floor Elev = 1030.0  
 FB - Full Basement

**PROPOSED HOUSE ELEVATIONS**  
 Top of Block Garage Elev = 1030.5  
 Garage Floor Elev = 1030.2  
 Lowest Floor Elev = 1022.8



**LEGEND:**

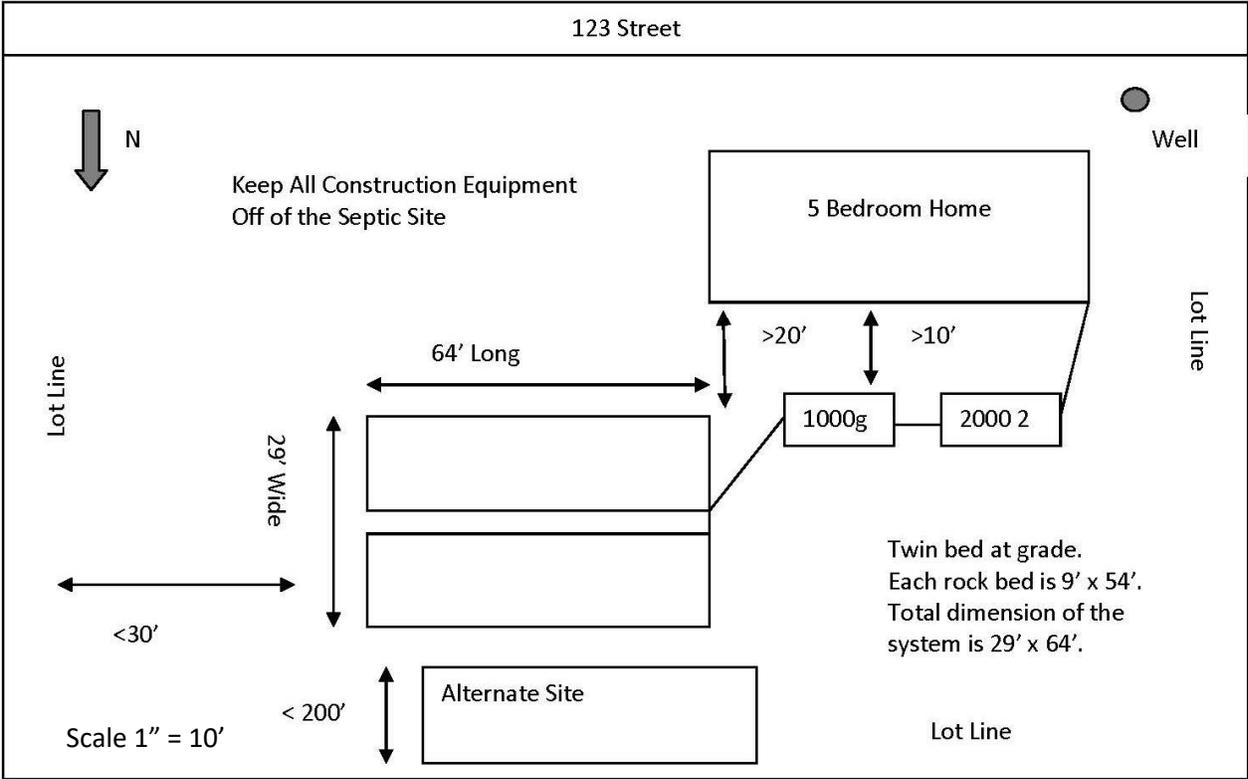
- Describe found iron monument
- Describe well hole
- Describe set iron
- Describe existing ground elevation
- Describe proposed excavation
- Describe proposed drainage flow
- Describe water service
- Describe electrical conduit
- Describe electric service
- Describe telephone pedestal
- Describe Service to Supply, L.S.
- Describe aluminum surface
- Describe easement
- Describe existing easement
- Describe utility within the

**SCALE:** 1" = 20'

**SEBACKS:** 1/2" Iron (Aluminum) 1/2" Stake 2" Bar

# I.3 – DETAILED SITE PLAN EXAMPLE

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



# I.4 – LAND USE PERMIT APPLICATION

## 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)

# I.5 – AS-BUILT SITE PLAN

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*For Septic Tanks, Drainfields and Holding Tanks*

This sheet shall be completed and on-site at the final inspection.

If it is not, the inspection will be placed on hold.

*Please contact Metro West (763.200.4239) with any questions.*

Property Owner : \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Installer Name: \_\_\_\_\_ Cert . #: \_\_\_\_\_ Lic. #: \_\_\_\_\_

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

