

PLEASE PRINT CLEARLY

Date: _____ Type: Residential Commercial

The Applicant Is: Owner Contractor

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

<i>City / Township Use Only</i>
Permit #:
Date:
Permit Fee:
Plan Check Fee:
Penalty 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:
Reviewed for Zoning:
_____ Initials / Date
Reviewed by Engineer:
_____ Date

BECKER TOWNSHIP CHECKLIST

Single Family / Multi Family Residences

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. For your convenience, all building permit paperwork is to be submitted to Becker City Hall. 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).
- 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 4-5) 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 building plans drawn to scale (see page 6 for sample).
- Certificate of Survey (see page 7 – Subd. 2). Those lots of 5 acres or more may submit a site plan (see pages 9-10) in place of a certificate of survey provided the property lines can be clearly identified and the setbacks clearly met as determined by the Zoning Administrator or Building Official. The site plan must be a scale drawing showing the names of all abutting streets, dimensions of all lot lines, all easements of record, proposed building structure location, dimensions, distances from property lines, three soil borings at the house pad sight, primary septic site and secondary septic site, and proposed elevations, including the lowest floor and garage floor elevations.
- New Construction Energy Code N1101.8 Compliance Certificate / Passive Radon System Detail (see page 11).
- Separate Septic Permit Application submitted in conjunction with Single Family / Multi Family residences permit.
- 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.
- Any other information deemed necessary by the Building Inspector to ensure code compliance.
- As built surveys will be required for all new home constructions on five acres or less. These must be submitted to city hall for review prior to receiving a certificate of occupancy. Please allow up to a week for review prior to scheduling a closing. (see page 7 subd. 3) As built surveys depicting elevations lower than what was approved may not be granted certificates of occupancy.

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

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

Single Family / Multi Family Residences

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 (page 1).
- Two paper sets of building plans drawn to scale (see page 6 for sample) including foundation plans, floor plans, building elevations and cross sections. Be sure to include all headers and beam sizes on the plans. Provide R-values for entire building envelope.
- Certificate of survey (see page 8 – Subd. 2) drawn to scale showing all easements of record, proposed driveway, proposed building structures, any existing structures, distances from property lines, proposed elevations and drainage information, and names of all abutting streets.
- New Construction Energy Code N1101.8 Compliance Certificate / Passive Radon System Detail (see page 10).
- 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.
- Any other information deemed necessary by the City and / or Building Inspector to ensure code compliance.
- AS BUILT SURVEYS WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTIONS ON FIVE ACRES OR LESS. THESE MUST BE SUBMITTED TO CITY HALL FOR REVIEW PRIOR TO RECEIVING A CERTIFICATE OF OCCUPANCY. PLEASE ALLOW UP TO A WEEK FOR REVIEW PRIOR TO SCHEDULING A CLOSING. (See 8 Subd. 3)

****SEE PAGE 12 FOR THE LAWN ESCROW REFUND REQUEST FORM****

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

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



**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

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

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 Survey Certificate Requirements

All applications for building permits for properties in which a new structure is being built or an addition is being added that changes an existing building footprint, with the exception of Subd. 1 below, must be accompanied with a registered certificate of survey including all of the information contained in Subd. 2 below.

All registered certificate of surveys shall meet the following requirements.

- A. All surveys must be certified by a Minnesota Registered Land Surveyor. Civil Engineers may certify topographic surveys.
- B. Scale of drawing, north arrow, and a legal description of the property must be included on the survey.
- C. Dimensions of all lot lines and all easements of record must be clearly shown on the survey.
- D. Location of all utilities as shown on the recorded plat must be clearly shown on the survey.
- E. Names of all abutting streets must be clearly shown on the survey.
- F. Location of all existing and proposed buildings, accessory structures and future garage and deck locations on the lot must be clearly shown on the survey.
- G. Outside dimensions of the proposed structure, including decks, porches, stairways, fireplaces, bay and bow windows must be clearly shown on the survey. The Outside dimensions of the proposed structure shall be staked on the lot for the building official to inspect. The maintenance of these stakes, once established by the surveyor, shall be the responsibility of the building permit applicant.
- H. Location of stakes established by the surveyor along each side lot line shall be clearly shown on the survey. The maintenance of these stakes, once established by the surveyor shall be the responsibility of the building permit applicant.
- I. Grade elevations of the following points shall be clearly indicated on the survey.
 - 1) Each lot corner (both existing and proposed elevations).
 - 2) Center of existing or proposed street at each lot line extended and at the driveway.
 - 3) Proposed grades around buildings, the driveway, retaining walls and walkout, if included.
 - 4) Proposed floor elevations; basement, top of foundation and garage. 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.
- J. The proposed disposal of drainage and surface water, indicating direction of surface water drainage by arrows. This must concur with any existing subdivision drainage plan.
- K. The garage must be noted along with the driveway position and percent slope on the survey.
- L. Any existing wetlands, ponds, streams and lakes shall be clearly shown on the survey. For ponds and lakes, the normal water level and the 100-year flood elevation must be indicated on the survey.
- M. Location of sewer and water connections must be clearly identified on the survey.
 - 1) If stubs for city water and sewer are available at the lot, the location, size and elevation shall be shown on the survey.
 - 2) If stubs are not available at the lot, should survey to determine elevation of inverts to nearest manholes up and down stream of the proposed building and show proposed location on the survey.
 - 3) 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.

Subd. 3. Post Construction Verification:

After construction activity has occurred, a survey identifying locations of structures shown on the site plan shall be required. Said survey shall also verify elevations on the site to demonstrate proper drainage of the lot has been achieved in accordance with the specific lot site requirements, as required in Section 4.03, Subdivision 2, A. The final approval or certificate of occupancy shall be withheld until such verification is given.

CITY OF BECKER SURVEY CERTIFICATE REQUIREMENTS

SEC. 4.031. CERTIFICATE OF SURVEY REQUIREMENT

All applications for building permits for properties in which a new structure is being built or an addition is being added that changes an existing building footprint, with the exception of Subd. 1 below, must be accompanied with a registered certificate of survey including all of the information contained in Subd. 2 below.

Subd. 1. Exemptions. The following building permit applications shall be exempt from the above certificate of survey requirements.

- A. Structures that are constructed to allow for the passage of storm water, and does not change the site topography or drainage patterns, including but not limited to decks, gazebos, and driveways, provided all of the required setbacks are met.
- B. Residential building addition provided the following:
 - 1) The project does not change the site topography
 - 2) The project does not change drainage patterns
 - 3) The project does not force drainage onto adjoining properties
 - 4) The site is not located within the 100-year floodplain
 - 5) The building addition complies with all zoning district setbacks, and easements of record.
 - 6) In place of a registered survey, a detailed site plan showing the following items must be submitted with the building permit application.
 - a) Scale of drawing, north arrow, and a legal description of the property
 - b) Dimensions of all lot lines, and all easement of record
 - c) Names of all abutting streets
 - d) Location of all existing and proposed buildings, accessory structures, and future garage and deck locations on the lot
 - e) Outside dimensions of the existing structure and proposed addition including decks, porches, stairways, fireplaces, bay and bow windows.
 - f) 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 a 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.
- C. Accessory structures not requiring a building permit but required to meet setback requirements shall require submittal of a detailed site plan showing the following items in place of a registered survey.
 - a) Scale of drawing, north arrow, and a legal description of the property
 - b) Dimensions of all lot lines, and all easement of record
 - c) Names of all abutting streets
 - d) Location and dimensions of all existing and proposed buildings, accessory structures, and future garage and deck locations on the lot
 - e) Outside dimensions of the proposed accessory structure
 - f) If necessary, should the proposed structure 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 a 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. Or the structure must be moved to a location that is clearly outside the required setback area.

Subd. 2. Survey Requirements. All registered certificate of surveys shall meet the following requirements.

- A. All surveys must be certified by a Minnesota Registered Land Surveyor. Civil Engineers may certify topographic surveys.
- B. Scale of drawing, north arrow, and a legal description of the property must be included on the survey.
- C. Dimensions of all lot lines and all easements of record must be clearly shown on the survey.
- D. Location of all utilities as shown on the recorded plat must be clearly shown on the survey.
- E. Names of all abutting streets must be clearly shown on the survey.
- F. Location of all existing and proposed buildings, accessory structures and future garage and deck locations on the lot must be clearly shown on the survey.
- G. Outside dimensions of the proposed structure, including decks, porches, stairways, fireplaces, bay and bow windows must be clearly shown on the survey. The Outside dimensions of the proposed structure shall be staked on the lot for the building official to inspect. The maintenance of these stakes, once established by the surveyor, shall be the responsibility of the building permit applicant.
- H. Location of stakes established by the surveyor along each side lot line shall be clearly shown on the survey. The maintenance of these stakes, once established by the surveyor shall be the responsibility of the building permit applicant.
- I. Grade elevations of the following points shall be clearly indicated on the survey.
 - 1) Each lot corner (both existing and proposed elevations).
 - 2) Center of existing or proposed street at each lot line extended and at the driveway.
 - 3) Proposed grades around buildings, the driveway, retaining walls and walkout, if included.
 - 4) Proposed floor elevations; basement, top of foundation and garage. 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.
- J. The proposed disposal of drainage and surface water, indicating direction of surface water drainage by arrows. This must concur with any existing subdivision drainage plan.
- K. The garage must be noted along with the driveway position and percent slope on the survey.
- L. Any existing wetlands, ponds, streams and lakes shall be clearly shown on the survey. For ponds and lakes, the normal water level and the 100-year flood elevation must be indicated on the survey.
- M. Location of sewer and water connections must be clearly identified on the survey.
 - 1) If stubs for city water and sewer are available at the lot, the location, size and elevation shall be shown on the survey.
 - 2) If stubs are not available at the lot, should survey to determine elevation of inverts to nearest manholes up and down stream of the proposed building and show proposed location on the survey.
 - 3) 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.

Subd. 3. Post Construction Verification. After construction activity has occurred, a survey must be presented identifying locations of structures shown on the site plan. Said survey shall also verify elevations on the site to demonstrate proper drainage of the lot has been achieved in accordance with the specific lot site requirements, as required in Section 4.03, Subdivision 2, A. The final approval or certificate of occupancy will be withheld until such verification is given.

Source: Ordinance 75 2nd Series, Effective Date: December 15th, 2003

PROPERTY INFORMATION SHEET

For Residential Accessory Structures, Building Additions, Decks/Porches and 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: _____

**For Sheds, Garages, Building Additions,
Decks and Porches:**

Required Setbacks*

Front: _____ ft

Side: _____ ft

Garage Side: _____ ft

Rear: _____ ft

Proposed Setbacks*

Front: _____ ft

Side: _____ ft

Garage Side: _____ ft

Rear: _____ ft

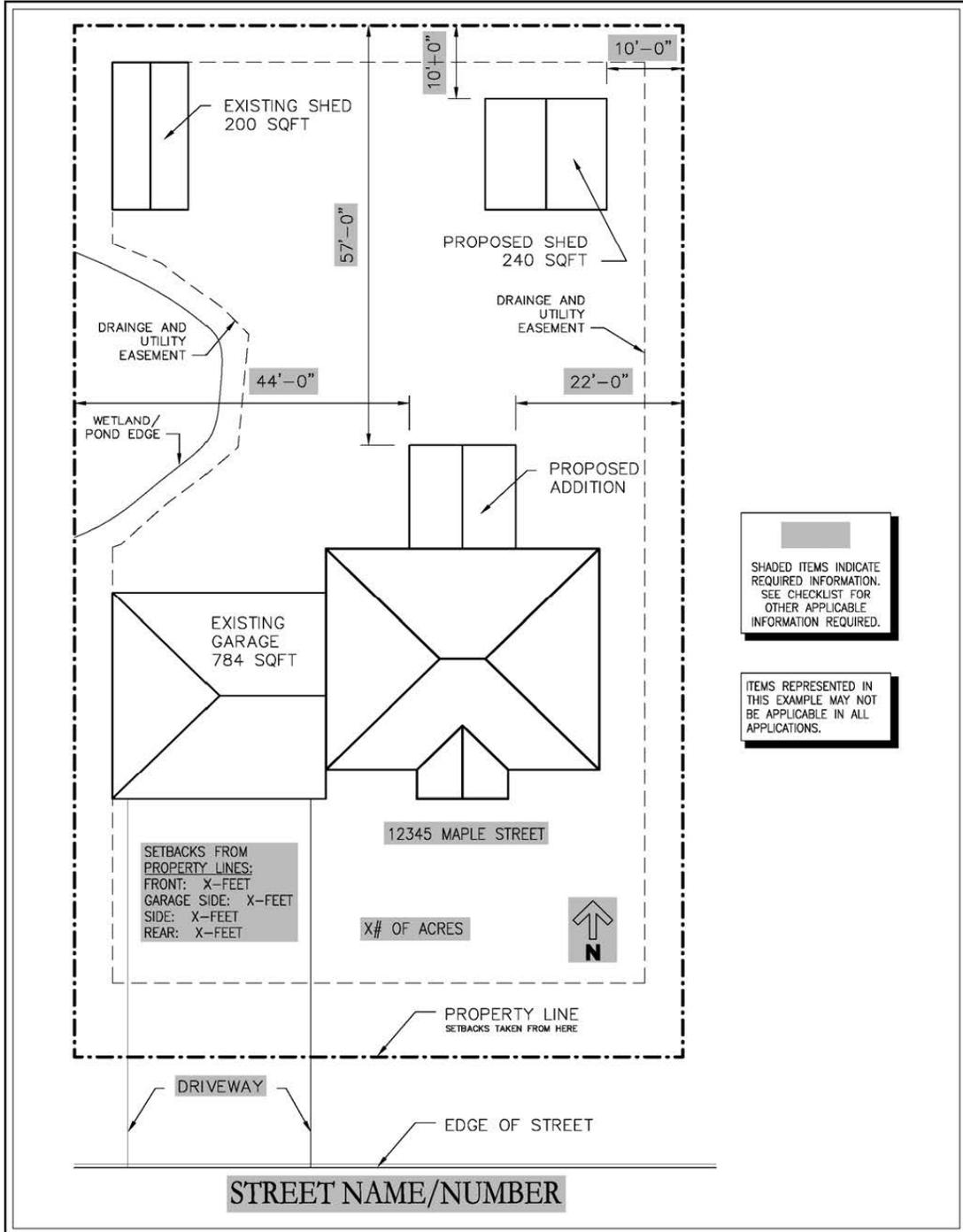
Proposed setbacks cannot be less than the required setbacks

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

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

SAMPLE SITE PLAN

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



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							RADON SYSTEM		
Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply						Passive (No Fan)	
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocyanurate
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 (1 st 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									Other Please Describe Here

Windows & Doors	Heating or Cooling Ducts Outside Conditioned Spaces
Average U-Factor (excludes skylights and one door) U:	Not applicable, all ducts located in conditioned space
Solar Heat Gain Coefficient (SHGC):	R-value

MECHANICAL SYSTEMS				Make-up Air <i>Select a Type</i>	
Appliances	Heating System	Domestic Water Heater	Cooling System	Not required per mech. code	
Fuel Type				Passive	
Manufacturer				Powered	
Model				Interlocked with exhaust device. Describe:	
Rating or Size	Input in BTUS:	Capacity in Gallons:	Output in Tons:	Other, describe:	
Structure's Calculated	Heat Loss:		Heat Gain:	Location of duct or system:	
Efficiency	AFUE or HSPF%		SEER:		
			Calculated cooling load:	Cfm's	
				" round duct OR	
				" metal duct	

Mechanical Ventilation System				Combustion Air <i>Select a Type</i>	
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):				Not required per mech. code	
<i>Select Type</i>				Passive	
Heat Recover Ventilator (HRV) Capacity in cfm's:	Low:	High:		Other, describe:	
Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:	High:		Location of duct or system:	
Continuous exhausting fan(s) rated capacity in cfm's:					
Location of fan(s), describe:				Cfm's	
Capacity continuous ventilation rate in cfm's:				" round duct OR	
Total ventilation (intermittent + continuous) rate in cfm's:				" metal duct	

Created by BAM version 052009



CITY OF
BECKER

Lawn Escrow Refund Request

Date Submitted: _____
Date Inspected: _____
Date Refunded: _____

12060 Sherburne Ave., P.O. Box 250 • Becker, Minnesota 55308-0250
Phone: (763)200-4239 Fax: (763)261-4411 Metro: (763)262-4455 www.ci.becker.mn.us

Business Name (if applicable): _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone Number: (____) _____ - _____

Site Address (if different from above): _____

Building Permit Number: _____ Date Issued: ____/____/____ Date C/O Issued: ____/____/____

Applying for: Front / Side Yard Only Rear Yard Only Front / Side / Rear Yard

Signature of Applicant: _____

The escrow refund will be paid to the Individual / Company who paid the original lawn escrow fee

*REFUND PROCESS

- Sod or seeding must be established in front and side yards and seeding and / or sod planted and / or established in back yard prior to submitting request. Front and rear yard requests may be submitted separately. (See City Code Chapter 10, Section 10.21, Subd. 3B)
- Fax completed refund request to 763-261-4411, email to mdanielson@ci.becker.mn.us or drop at City Hall, 12060 Sherburne Ave SE, Becker MN 55308.
- In most cases the Planner will inspect the site within one week of receiving the refund request.
- Upon completion of this inspection, notice will be sent if the inspection is unsatisfactory and a re-inspection is required. If the inspection is satisfactory, the Finance Department will be notified and will start the process for the escrow funds to be released.
- Within four weeks of a satisfactory inspection, the lawn escrow dollars (\$2000 paid at time of permitting) will be reimbursed less an Administration / Inspection Fee (\$50.00 Front/Side, \$50.00 Rear).

*To be eligible for a refund, lawn must be established within eight months of the issuance of a certificate of occupancy or twelve months from the issuance of a building permit, whichever is earlier (See City Code Chapter 10, Section 10.21 Subd 3A).

OFFICE USE ONLY

Site was inspected on ____/____/____ and found to be satisfactory.

Site was inspected on ____/____/____ and found to be unsatisfactory. The following actions must be taken prior to a refund being issued: _____

Signature of Planning Department: _____ Date ____/____/____