



# Interior Renovation Building Permit Application

Please Print Clearly

TYPE:  Residential  Commercial  
 APPLICANT IS:  Owner  Contractor  Architect

Date: \_\_\_\_\_

**Site Information:**

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

**Legal Description:**

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ PID \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contractor:**

Company Name: \_\_\_\_\_  
 License / Bond: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Describe Work:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 No Basement  Finished Basement  Unfinished Basement

**Total Job Valuation \$:** \_\_\_\_\_

- I hereby apply for a Building Permit, and I acknowledge that the information contained in this permit application is complete and accurate. I understand this is not a permit and work is not to start without a permit being issued by the Township.
- I understand and hereby agree that the work for which the permit is issued shall be performed according to the details submitted in the permit application; the only permitted work is that which is within the scope of the plans and specifications submitted with the permit application, and the work is subject to all conditions of the permit and the approved plans and specifications. I further understand any or all work conducted beyond those of the submitted and approved plans/specifications may require additional permits.
- 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 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.

<b>Township Use Only</b>
Permit #
Date:
Permit Fee
Plan Check Fee
Investigative Fee
Plumbing Fee
Mechanical Fee
Fireplace Fee
Water/Sewer Install
Other
Other
LUP Refund
Surcharge Fee
<b>Total</b>

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

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> _____

Check #
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**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

**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**
- 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.
- Two (2) paper sets of building plans drawn to scale (see 1.1)**
- 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
  -
- 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 be aware that if building plans change from what is submitted, additional building permit applications may be required.

**Please initial here once you have**

- 1) read the building permit**
- 2) attached all required documents; and**
- 3) 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 – 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)

