



**Pools – In-Ground, All sizes**  
**Pools – Above-Ground, greater than 5,000 gal or 24” depth**  
**Building Permit Application**

Please Print Clearly Date: \_\_\_\_\_  
 Type of Pool:  In-Ground Pool  Above-Ground Pool  
 Applicant is  Owner  Contractor  Architect

**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**

<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	

**Land Use and Driveway Compliance**  Completed

<b>From Sherburne County Land Use Permit Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:
<b>Road Access</b>	<input type="checkbox"/> Becker Township	<input type="checkbox"/> Sherburne County
If County Driveway Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
If Township road access, Driveway/Culvert Grades Verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Contractor/Resident Advised of mailbox requirement?

**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 handout 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.
- Approved Land Use Permit (LUP) from Sherburne County (see example 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.)**
- Two (2) paper sets of building plans drawn to scale**
- 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.

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

**Detailed Site Plan (see 1.3 for example) must contain 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

**Supplemental Questionnaire (see 1.5)**

**(If installing in-ground pool) Soil boring at the site to verify building three feet above mottling. A report detailing these findings MUST be submitted with the application and must be indicated on the survey.**

**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.**

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

① 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

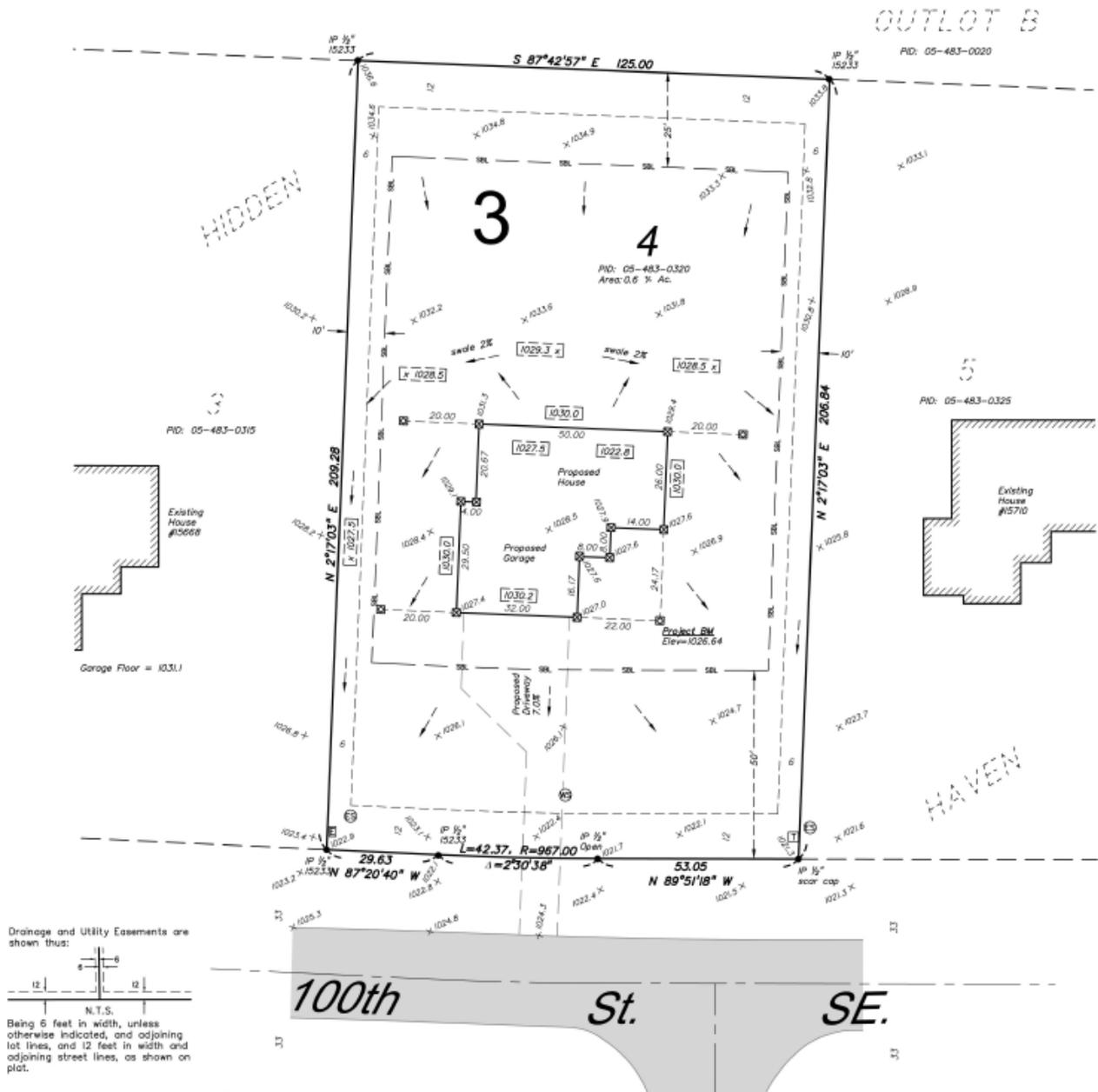
# I.I - CERTIFICATE OF SURVEY CHECKLIST

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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)



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 CONDUCT SURVEY WITH HOUSE PLAN AND BUILDER TO VERIFY TYPE OF HOUSE, DIMENSIONS AND FINAL ELEVATION(S).

**BOGART, PEDERSON & ASSOCIATES, INC.**  
LAND SURVEYING  
CIVIL ENGINEERING  
MAPPING  
3004 FIRST STREET, RICHIE, MN 55388-1332  
TEL: 763-262-8922 FAX: 763-262-8844

**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 = 1015.55 feet (NGVD 29)

**ELEV PER GRADING PLAN**  
Plane by RLK-Kuusisto, Ltd  
Garage Floor Elev = 1030.0  
FB - Full Basement

**PROJECT BENCHMARK**  
Top of hub w/lock at most SE'ly building corner offset  
Elevation = 1025.64 feet (NGVD 29)

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

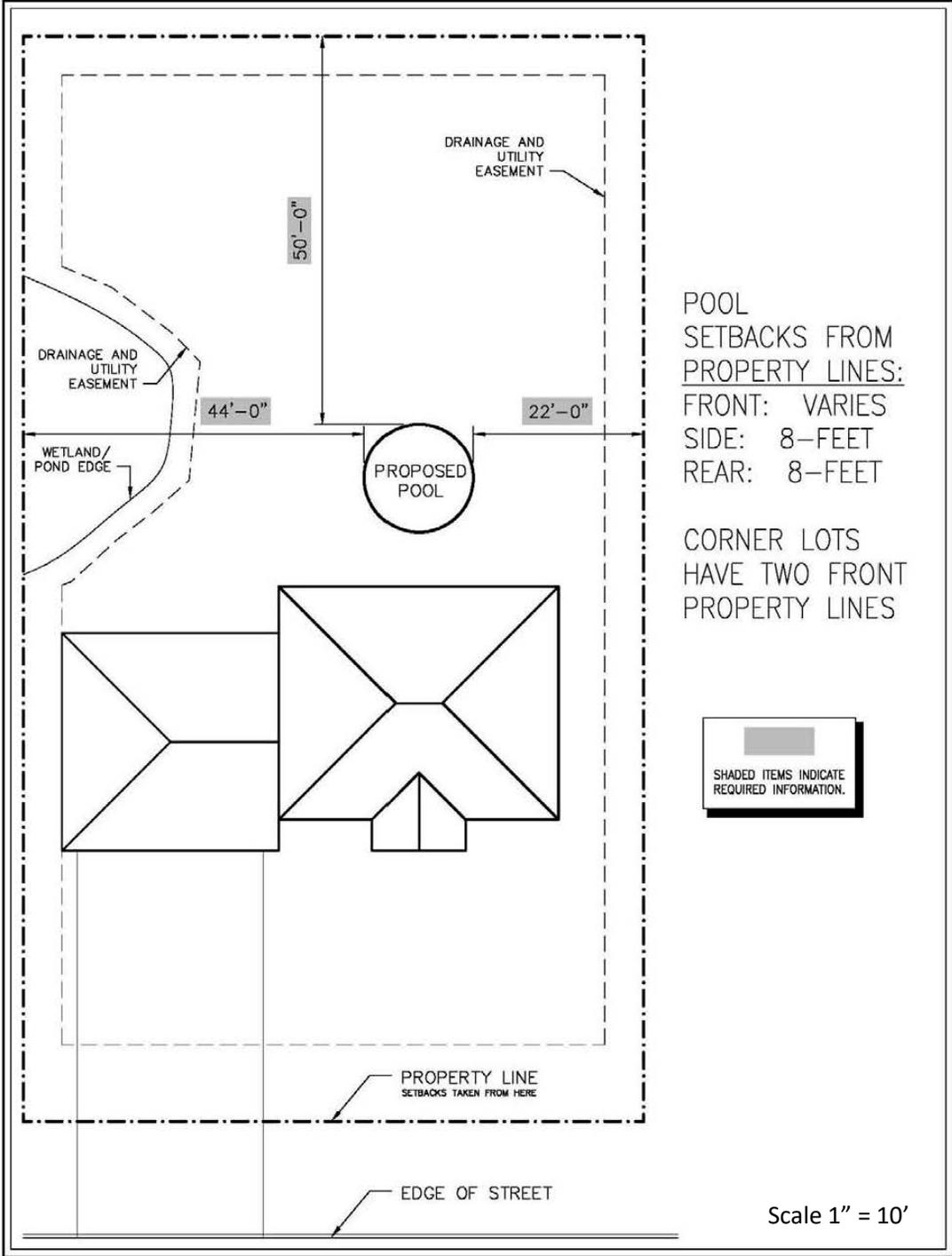
LEGEND:

- denotes found iron monument
- denotes set hub
- denotes set bolt
- denotes existing ground elevation
- denotes proposed elevation
- denotes proposed drainage flow
- denotes water service
- denotes electric service
- denotes telephone pedestal
- denotes service to Twpn, LE
- denotes submittal surface
- denotes easement
- denotes existing easement
- denotes building setback line

SCALE: 1" = 20'

# I.3 – DETAILED SITE PLAN EXAMPLE

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



# I.4 – 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

<i>Date Rec'd by CITY:</i>	
<i>Date Rec'd by COUNTY:</i>	
<i>Land Use Permit Fee:</i>	<b>\$100.00</b>
<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:

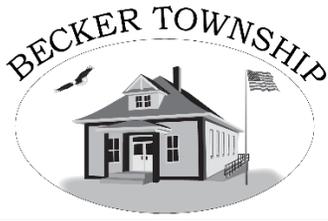
- Project purpose and description
- Locations and dimensions of proposed projects, activity or structures.
- Property boundaries and dimensions
- Proposed projects, activity or structures setbacks from:
  - lot lines
  - bluff
  - Ordinary High Water Level (OHWL)
- Driveway and parking setback from OHWL
- 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)



## 1.5 Becker Township Building Code

### Section 9: Swimming Pools

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#### SECTION 9. SWIMMING POOLS

Swimming pool permitting, access control, and drainage requirements are as follows:

1. Temporary, prefabricated pools less than twenty-four (24) inches in depth and less than five-thousand (5,000) gallons in volume are exempt from permitting requirements.
2. Temporary, prefabricated pools greater than 24 inches in depth or greater than 5,000 gallons in volume require a building permit and may require a land use permit from the County. The permits will be valid as long as the same pool is assembled on the same location each year.
3. All in-ground pools require a building permit and may require a land use permit from the County.
4. Pools that require a building permit must be completely enclosed by a permanent fence equipped with self-closing, self-latching gate not less than 4 feet in height, at a distance not less than 4 feet from the pool or, for above ground pool, have a removable ladder. Where pools are equipped with a powered safety cover that complies with the ASTM F1346 Standard Performance Specification for Manual Safety Covers, the areas where those pools are located shall not be required to comply with the fencing or ladder requirement.
5. Drainage from temporary, prefabricated pools must be within the property boundary in a manner that does not cause harm to another property, natural environment, or township infrastructure.

- 
- Do plans demonstrate that pool drainage will not cause harm to another property, natural environment, or township infrastructure.**
  - Do plans indicate**
    - **a permanent fence equipped with self-closing, self-latching gate not less than four feet in height, at a distance not less than four feet from the pool; or**
    - **above ground pool with removable ladder; or**
    - **powered safety cover that complies with ASTM F1346 Standard Performance Specification for manual safety covers**