



Single Family Residential Additions (All Acreage) Building Permit Application

PLEASE PRINT CLEARLY

Date: _____ Type: Less than 5 Acres Greater than 5 acres

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 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.

Township Use Only
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:

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: _____
Paid By: _____		Total Amount Paid: _____

**** 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

Land Use and Driveway Compliance Completed

From Sherburne County Land Use Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:
Road Access	<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

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

Electronic Copies Completed

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

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	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> </table>					
<input type="checkbox"/> Approved <input type="checkbox"/> Approval Attached <input type="checkbox"/> Denied <input type="checkbox"/> Needs more Info	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> </table>					

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.
- Approved Land Use Permit (LUP) from Sherburne County (see 1.5) (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 1.4)**
- 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:

- | | |
|---|---|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 |
|---|---|

Driveway Permit Application (if altering current driveway or installing a secondary access) submitted in conjunction with the building permit (see 1.6 for Township Driveway and Access Engineering Standards)

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.

Electronic submission of all documents larger than 8.5"x11" to permits@ci.becker.mn.us.
o 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

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

Initials

Date

Signature

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

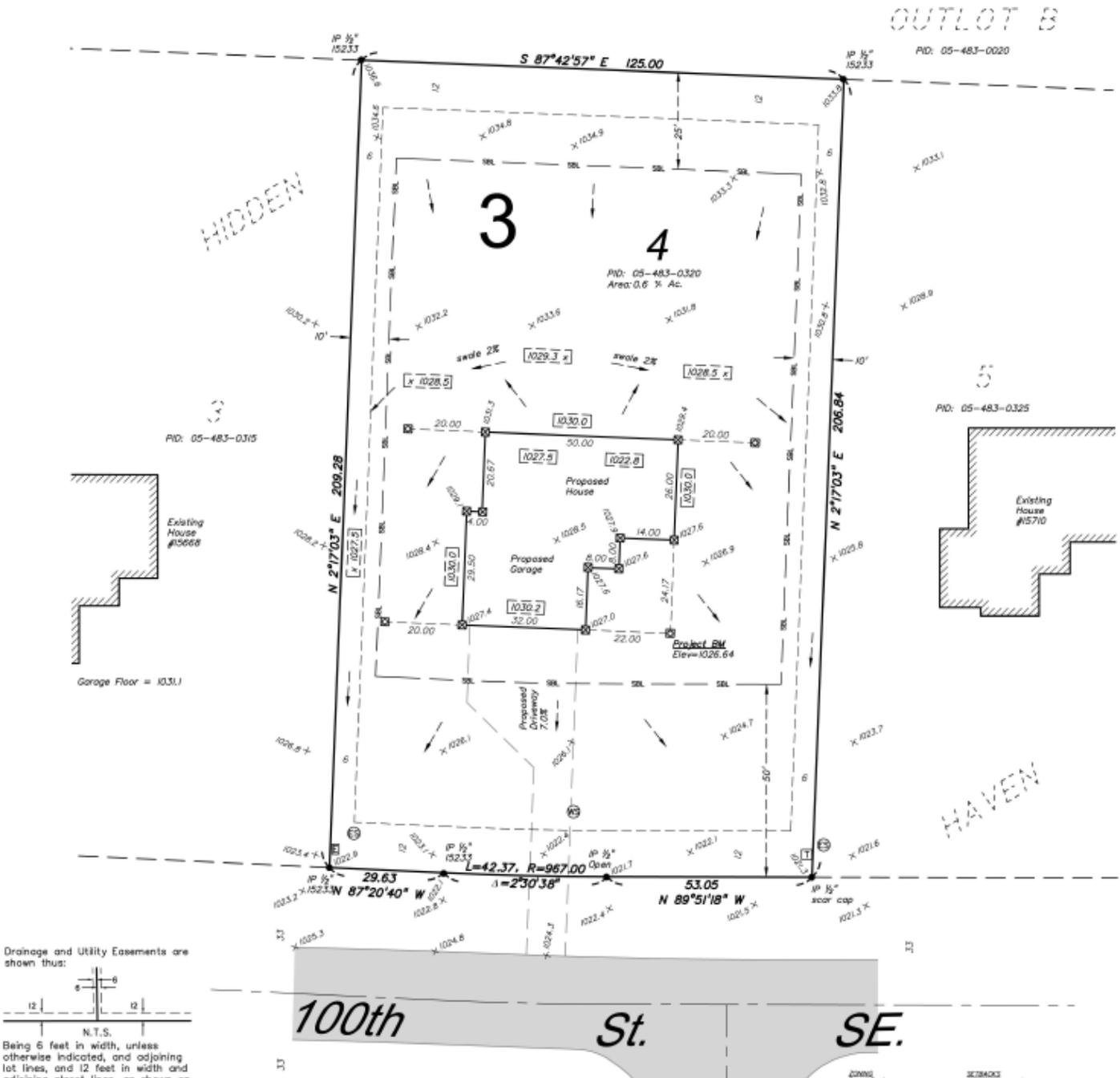
Becker Township website: www.beckertownship.org

I.I - CERTIFICATE OF SURVEY CHECKLIST

- 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 driveway, adjacent ditch flow line elevations on each side of driveway for at least 10' and culvert invert elevations.
- 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).

LEGEND

- Existing field iron monument
- Existing well hole
- Existing existing ground elevation
- Existing proposed elevation
- Existing proposed drainage flow
- Existing motor service
- Existing electrical cabinet
- Existing electric service
- Existing telephone pedestal
- Existing Service K. Ryan, LLC
- Boundary easement
- Boundary existing easement
- Boundary building setback line

SCALE: 1" = 20'

BOGART, PEDERSON & ASSOCIATES, INC.
 LAND SURVEYING
 CIVIL ENGINEERING
 MAPPING
 1078 FIRST STREET, BECKER, MN 55304-3122
 TEL: 763-362-9622 FAX: 763-362-9644

REFERENCE BENCHMARK
 Sherburne County east iron monument at the Northwest Corner of the NW 1/4 of the SW 1/4 of Sec. 21, Twp. 34, Rng. 26, Elevation = 103.53 feet (NGVD 29)

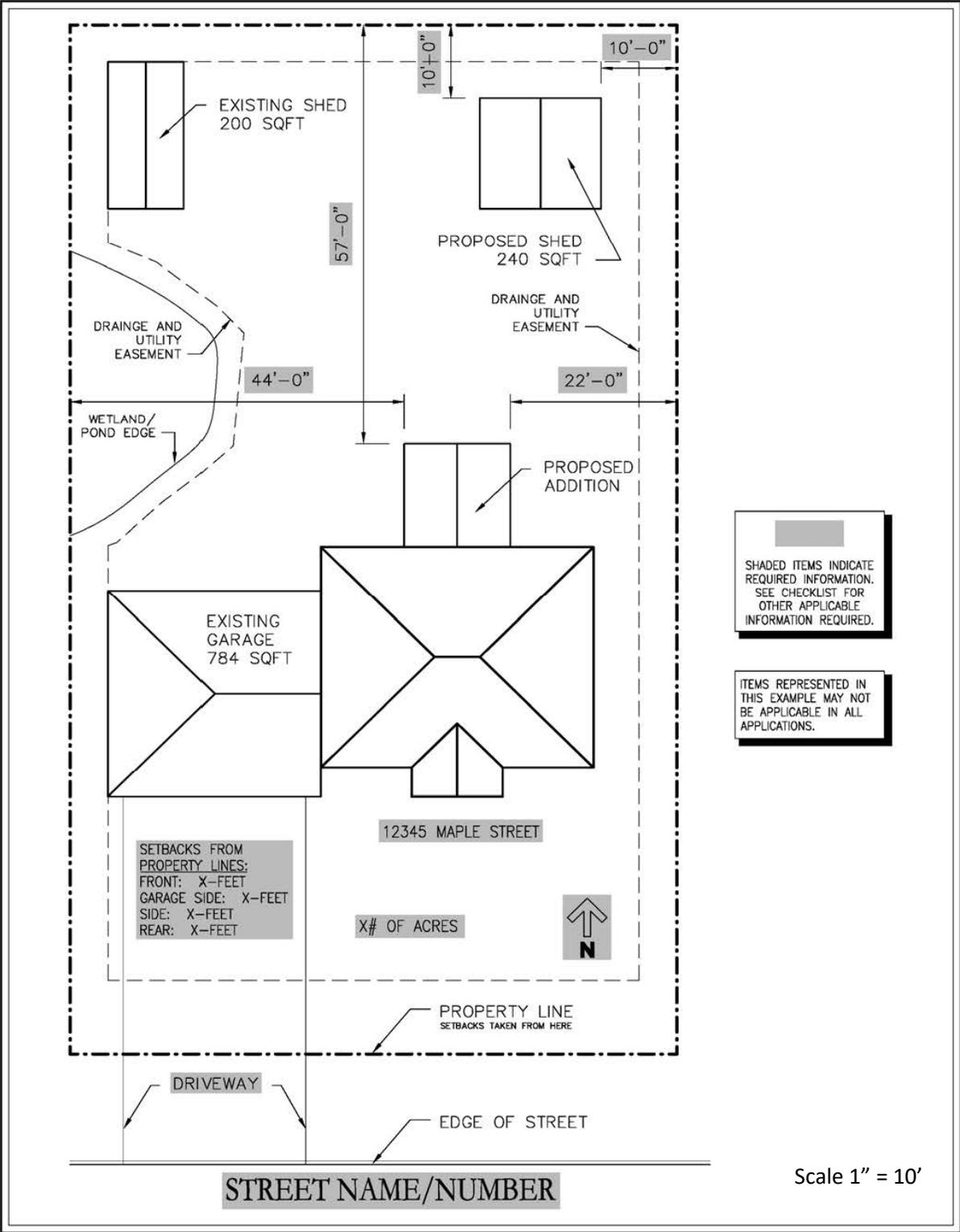
PROJECT BENCHMARK
 Top of hub w/flag at most S'ly building corner offset
 Elevation = 1026.64 feet (NGVD 29)

ELEV PER GRADING PLAN
 Plans by RLK-Kuusisto, LLC
 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

I.3 – DETAILED SITE PLAN EXAMPLE

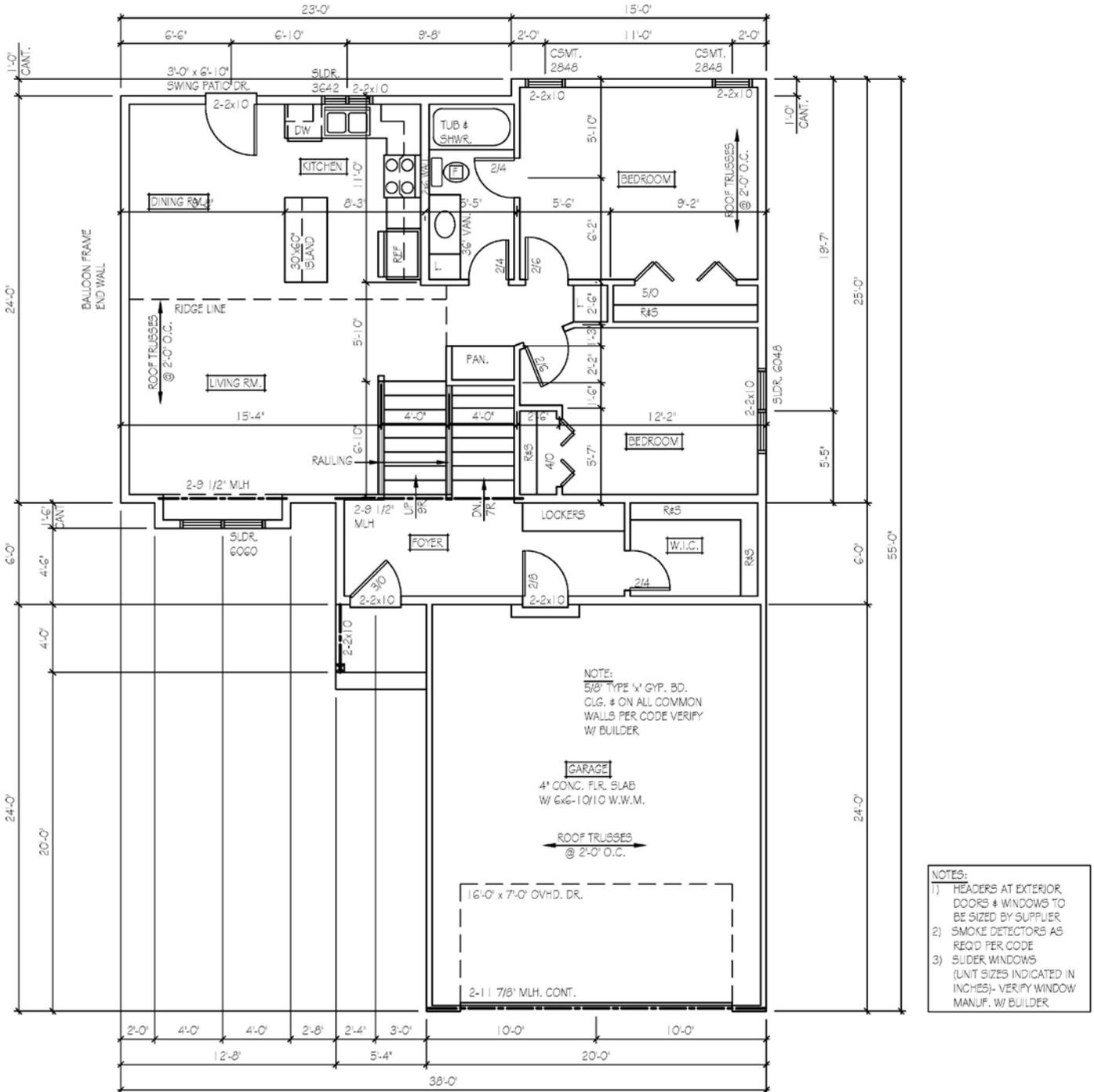
(Does not include all required information - **MUST!** be drawn to scale and include all information listed in the permit checklist)



I.4 – 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)



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:
 - o lot lines
 - o bluff
 - o 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)



1.6 TOWNSHIP DRIVEWAY AND ACCESS ENGINEERING STANDARDS

1. Minimum roadway culverts shall be 15 inches in diameter. Allowable materials are 16 gauge corrugated metal, dual walled high density polyethylene and reinforced concrete pipe. A minimum of 12 inches of cover shall be maintained as measured at the edge of the bituminous mat between the top of the culvert and the roadway subgrade. All culverts shall be installed with aprons.
2. Head walls constructed around the ends of culverts are not to be permitted. Driveway inslope in the ditch at the culvert shall be no greater than 4:1. Only one driveway will be allowed per residential lot per roadway except when authorized by the Township. Driveways must be spaced no closer than 150 feet to each other on a township road designated as a collector roadway. Where this is not possible a single shared driveway must be built upon the shared lot line. Any variances from these requirements must be brought to the Town Board. Unapproved driveways will be required to be removed at the owner's expense.
3. All lots are to have a roughed in driveway at the time the basement is dug for construction vehicles to use. **Driving randomly off the blacktop is not permitted.** The cost of repair to township roads and ditches will be billed to the abutting owner.
4. Concrete driveways shall be constructed to terminate three feet from the existing or proposed edge of bituminous roadway or 15 feet from centerline, whichever provides the greatest distance from centerline. The area between the edge of concrete and the edge of bituminous roadway shall be surfaced with bituminous pavement.

If the landowner so chooses to place concrete to the edge of existing or proposed bituminous roadway, a construction joint shall be installed at three feet from the edge of bituminous or 15 feet from centerline, whichever provides the greatest distance from centerline. The landowner is advised should any future resurfacing projects occur; the concrete between said joint and the edge of bituminous will be removed and replaced with bituminous pavement.

5. Headwalls, fences and etc. constructed around the ends of culverts or within the road and ditch right-of-way are in violation of State Statue 160.27, Particular Uses of Right-of- Way, Subd. 5, Misdemeanors and shall not be permitted. Violation of this law holds the landowner or renter responsible for any obstruction that may cause damage or injury. The cost of headwall removal will be billed to the landowner or renter.
6. All construction debris is to be enclosed by a fence or kept in a dumpster. Burial of construction debris, trees, stumps or branches is not allowed. Burning of trees, stumps or branches is permitted with a valid burning permit.
7. All construction shall comply with applicable township, county, state, and federal rules and regulations.
8. Mail box installations shall be in accordance to Becker Township Standards.