

RESIDENTIAL

BUILDING PERMIT APPLICATION

Office Use Only

Permit Number

Received By

Date Received

DATA TO BE SUBMITTED WITH APPLICATION
PERMITS WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS SUBMITTED

NEW HOME

- 2 Sets of Building Plans
- 1 copy of Survey (to scale)
- 1 Ventilation Worksheet
- 1 Grading & Erosion Control Plan
- **Worksheet Completed

ADDITION—DECKS

- 2 Sets of Building Plans
- 1 Copy of Survey (to scale)
- Homeowners Signature on Application
- **Worksheet Completed

INTERIOR REMODEL

- 1 Set of Plans
- **Worksheet Completed

REROOF & SIDING

- *Pictures required of weather barrier
- Roofing Material
- _____ Asphalt
- _____ Shakes (Need Bundle Inspection)

DATE _____ YOUR E-MAIL ADDRESS _____	
SITE ADDRESS _____	
OWNER _____	
THE APPLICANT IS:	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT/ENGINEER
PROPERTY OWNER	NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ DAYTIME PHONE # WHERE YOU CAN BE REACHED IF WE HAVE QUESTIONS _____
CONTRACTOR	NAME _____ LICENSE # _____ ADDRESS _____ LEAD CERT# _____ EXP _____ CITY _____ STATE _____ ZIP _____ DAYTIME PHONE # WHERE YOU CAN BE REACHED IF WE HAVE QUESTIONS _____
PERMIT TYPE	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> UNDEFINED <input type="checkbox"/> TOWNHOUSE
TYPE OF WORK	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION/REMODEL <input type="checkbox"/> MAINTENANCE/REPAIR <input type="checkbox"/> DEMOLITION
DETAILED DESCRIPTION OF WORK _____	

VALUATION OF WORK (EXCLUDING LAND) \$ _____ EST. COMPLETION DATE _____	
SIZE OF STRUCTURE	NO. OF STORIES _____ NO. OF UNITS _____ TOTAL SQUARE FEET _____ HEIGHT _____ LENGTH _____ WIDTH _____
FLOOR AREA (SQ.FT.)	BASEMENT _____ GARAGE _____ DECK _____ 1 ST FLOOR _____ PORCH _____ OTHER _____ 2 ND FLOOR _____ 3 RD FLOOR _____
DATE OF CONDITIONAL USE PERMIT OR VARIANCE APPROVAL (IF APPLICABLE) _____	

THIS IS AN APPLICATION FOR A PERMIT – IT IS NOT VALID UNTIL PROCESSED

I hereby apply for a building permit and I acknowledge that the information provided above and on the submitted site plan is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Minnetonka and with the Minnesota State Building 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 in the case of all work which requires review and approval of plans.

NAME OF PROPERTY OWNER _____
(Required) Please type or print

SIGNATURE OF PROPERTY OWNER _____ DATE _____
(Required)

NAME OF APPLICANT _____
(Required) Please type or print

SIGNATURE OF APPLICANT _____ DATE _____
(Required)

NOTICE: *Permit expires if the work authorized has not begun within 180 days from the date of the permit or if the work is suspended or abandoned for a period of 180 days. After 180 days a new permit must be obtained. The fee shall be one-half the amount of a new permit fee. If the suspension or abandonment has exceeded one year, the permittee shall pay the full permit fee.*

SEPARATE PERMITS REQUIRED FOR MECHANICAL, ELECTRICAL AND PLUMBING WORK

BUILDING PERMIT DATA PRACTICES ADVISORY

◆◆ PLEASE READ AND SIGN BELOW IF THE APPLICATION INCLUDES PLANS ◆◆

You may be required to submit building plans with your permit application so that the City can determine if a building permit should be issued. If you do not submit building plans when they are required, you will not obtain the permit. If you have a copyright in the plans and you wish to prevent them from being copied, please check the first box below. Copyrighted plans may be viewed, but not copied, by the public. If you think that the plans have information that would jeopardize the security of the property if the information were released; please check the box below that is designated security information and explain your reasons. Security information is not available for viewing or copying by the public. Building plans that contain security information will not be given to the public and will be provided only to government officials who have a need to review them. Other building plans are available to anyone.

PLEASE CHECK ONE OF THE FOLLOWING CHOICES:

- The building plans are copyrighted and should not be copied.**
- The building plans have security information. Please explain:**

- The plans are not copyrighted and do not have security information.**

I acknowledge reading this data practices advisory.

Name of Applicant _____ **Date**