

## Basement or Interior Remodeling Permit Requirement

The following information must be submitted to the Zoning Administrator before a building permit can be processed and approved:

1. Building Permit Application Form
2. Building Plans (two copies)
3. Description of Work

1. Building Permit Application Form: Complete a Building Permit Application Form. Available in this packet and online.
2. Building Plans: Submit two copies of floor plans showing length and width of each floor and room dimensions, finished and unfinished areas, interior walls, beams, existing walls, etc. Walls being removed, plumbing and mechanical fixtures and indicate on the floor plan how each area will be used (bedroom, recreation room, etc.)
3. Description of Work: Provide a detailed written description of the work being done including timeline of work.

Note: If the project increases the number of bedrooms in the structure, a septic system certificate of compliance may be required.

Please contact the Zoning Administrator or Building Inspector if you have any questions.

Chloe McGuire Brigl, Zoning Admin.  
cmcguirebrigl@nacplanning.com  
(763) 957 – 1100

Scot Rosevold, Building Inspector  
srosevold@hotmail.com  
(763) 389 – 3963

# Athens

TOWNSHIP • MINNESOTA

Athens Township c/o NAC  
4150 Olson Memorial Hwy, Suite 320  
Golden Valley, MN 55422  
Phone: (763) 957 – 1100

## Building Permit Application

Fee based on valuation.

PID: \_\_\_\_\_

Permit: \_\_\_\_\_

### Site Information:

<b>Address:</b> _____	
<b>Parcel ID:</b> _____	
<b>Subdivision Name</b>	<b>Acres:</b>
Note: If property is a metes and bounds description, attach a copy of exact legal.	

### Applicant Information:

<b>Owner:</b>	
<b>Applicant, if different from owner:</b>	<b>License Number:</b>
<b>Applicant's Mailing Address:</b>	
<b>City/State/Zip:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Type of Work:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Move <input type="checkbox"/> Remove	
<b>Type of Structure:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Accessory <input type="checkbox"/> Commercial <input type="checkbox"/> Other	
<b>Use of Building:</b>	
<b>Type of Work:</b>	<b>Type of Heating System:</b>
<b>Valuation:</b>	<b>Total Square Feet:</b>
<i>I hereby apply for a building permit and acknowledge that the information above and attached is complete and accurate, that the work will be in conformance with the ordinances and codes and with the Minnesota building codes, and that I understand that this is not a permit but only an application for a permit and work will not start without a permit. I acknowledge that if granted a building permit, the work will be in accordance with the approved plan.</i>	
<b>Signature</b>	<b>Date:</b>



PID: \_\_\_\_\_

Permit: \_\_\_\_\_

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### Contractor Information

*Identify all general contractors and sub-contractors to be performing work on this project:*

	<b>Name</b>	<b>Phone</b>	<b>License No.</b>
<b>Architect or Engineer</b>			
<b>General</b>			
<b>Excavator</b>			
<b>Masonry</b>			
<b>Carpentry</b>			
<b>Roofing</b>			
<b>Insulation</b>			
<b>Sheetrock</b>			
<b>Plumbing</b>			
<b>Heating</b>			
<b>Septic</b>			
<b>Well Driller</b>			
<b>Electrical</b>			

I, the undersigned, do hereby agree, in the case that a permit is granted, that all work shall be done and all materials that are used shall comply with the plans and specifications herewith submitted, and with all ordinances and building codes.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

<b>Planning/Zoning Reviewed by:</b>		Date:
_____ Approved    _____ Denied		
Setbacks	Centerline Rd	Side Yard
Road ROW		Rear Yard
		Lake/River
		Bluffline
District:	Wetland Info:	
<i>Comments:</i>		
<b>Building Official Review by:</b>		Date:
_____ Approved    _____ Denied		
Building Official Valuation:		
Use:	Occupancy:	
Type of Const:	Total sq ft:	
No. Stories:	Sprinkler Required: _____ Yes    _____ No	Occ. Load:
<i>Comments:</i>		
<b>Fees</b>		
Building permit:	_____	Issued by: _____
Plan review fee:	_____	
State surcharge:	_____	Date: _____
Sewer permit:	_____	
Other	_____	
<b>Total:</b>		

Site Plan:

Site plan shall show all existing structures, proposed structures, sewer systems, wells, and driveways. Include all distances from lot lines, roads, shoreline (if in the shoreland area) and the distance between buildings.

# MINNESOTA STATE CONTRACTOR LICENSE LAW

## Notice to Homeowners: Be Sure Your Contractor is Licensed

### Know your Rights

The State of Minnesota recently adopted a statewide “*Contractor and Remodeler License Law.*” This law is designed to protect the consumer by requiring that contractors be licensed with the State. Contractors must apply to the State, post a bond, and show proof of insurance and competency. The law gives homeowners reasonable assurance that they are dealing with a reputable, professional contractor, and a place they can call to get general contractor information.

### Getting Information on a Contractor

Contractors, with a few exceptions, who contract with a homeowner to perform home construction, remodeling, or repair, must be licensed with the Minnesota Department of Commerce. Homeowners can call the Commerce Department Licensing Division at 1-800-657-3602, 651-296-2488 or visit the web site @ [www.commerce.state.mn.us](http://www.commerce.state.mn.us) to obtain information on a specific contractor. Contractors must display their license number on their advertising and they must make it available to consumers. Building permits cannot be granted to contractors who are not properly licensed by the state.

### Exceptions to Being Licensed

State law exempts contractors who have gross annual receipts from the construction business of less than \$15,000.00. Also, exempt are specialty contractors who perform only one specialty skill.

### Homeowner Rights if a Contractor is Not Licensed

If your contractor is required to be licensed by the State of Minnesota and you find that he/she is not, you may still have recourse under the law. Generally, the law provides that a contractor who is working in violation of the Minnesota State License Law has no lien rights and may not be able to enforce a contract signed with a homeowner. If you find yourself in this situation, you should consult with an attorney to get sound legal advice. You should never knowingly hire someone who is deliberately violating the State License Law.

### Working on Your Own Home

You can obtain permits to do work on your own home. The License Law was written to insure a reasonable degree of protection for you as the consumer of construction services, not to discourage homeowners from doing work on their own property. For your safety, building permits are required for most construction projects.

***For more information on State Licensing, contact the  
Minnesota Department of Commerce at 800/568-3602 or 651/296-2594***

# PROPERTY OWNER WAIVER

## MINNESOTA STATE CONTRACTOR LICENSING REQUIREMENTS

*The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.*

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers, obtain a State License unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or jurisdictional Ordinance in connection with the work performed on this property.

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*Signature of Property Owner*

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*Project Address*

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*Date*

***Please return this signed waiver with the Building Permit Application.***

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Commerce, Enforcement Division at 651/296-2594, or toll-free at 1-800/657-3602.