

## **BUSINESS – COMMERCIAL – INDUSTRIAL BUILDING PERMIT HANDOUT**

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

- 1. Building Permit Application Form**
- 2. Planning Approval and Survey or Site Plan (two copies)**
- 3. Building Plans (two copies)**
- 4. Septic System Permit**
- 5. Miscellaneous as required**

A more detailed description of items 1-5 is listed below

- 1. BUILDING PERMIT APPLICATION:** Complete and sign a building permit application form. Forms are available in this packet.
- 2. PLANNING APPROVAL AND A SURVEY OR SITE PLAN:** a meeting with the Zoning Administrator should be scheduled to determine if the proposed use is permitted by the Township Zoning Ordinance. Provide an accurate, detailed site plan of the property showing all property lines, lakes, streams, rivers, bluffs, steep slopes, wetlands, road right of ways, easements, septic systems, existing buildings (include dimensions) and the address of the property or map number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. See attached sample site plan.
- 3. BUILDING PLANS:** Some business/commercial/industrial use structures may be required by the Zoning Administrator and/or state statute to be prepared by and signed by a Minnesota Licensed Architect, Structural Engineer and Mechanical Engineer. Contact the Building Department if your building requires these design professionals.
  - A. Elevation Drawings (exterior views), of front, rear and sides of the finished building.
  - B. Floor Plans of the basement and each floor showing the dimensions of the building, interior rooms and use of each room, window and door locations, interior walls, header sizes, stairs and plumbing and mechanical equipment.
  - C. Section Drawings (side cutaway view) showing the details of the footing, foundation construction with dampproofing and insulation, floor, wall and roof construction.

D. Plumbing Plans must be submitted to and approved by the Minnesota Department of Health, Plumbing Division. Provide the Health Departments letter of approval and to sets of plumbing plans to the Township.

E. Mechanical Plans, specifications and energy code calculations.

F. Project Specifications, copy of the project specifications.

4. **SEPTIC SYSTEM CERTIFICATE OF COMPLIANCE:** a Minnesota Pollution Control Agency Licensed Sewage Treatment System Designer must provide a completed Septic System Application, soils report and site plan for the primary and alternate site. If there is an existing septic system that is proposed for the new structure a Certificate of Compliance completed by a Licensed Designer I or Licensed Inspector and a completed Pumping Certificate is required. If the proposed use requires a license from the Minnesota Department Health the department of Health and Bridgewater Township must approve the Septic System Design.

5. **MISCELLANEOUS:**

**Driveway permits** are required for access from State, County and Township Roads. For specific requirements contact the Township Zoning Administrator.

**Pre-Construction Meeting:** A meeting with Township Staff should be scheduled to determine if the proposed use is permitted by the Township Zoning Ordinances.

**Special Inspections:** IBC Chapter 17 requires the owner, architect or engineer of record to indicate what special inspections are required (if any) and who will be performing the special inspections, subject to the approval of the Zoning Administrator.

**Grading and/or Filling Permits and Landscape Plans** may be required if significant parcel or topographical alterations are proposed.

**Permit Fees** will be determined after the application and plans have been reviewed. Fees must be paid in full before a permit can be issued or construction can begin.

If you have any questions, please contact the Zoning Administrator Monday through Friday, 8 AM to 4:30 PM at:

The Township Zoning Office  
Jim Braun, Zoning Administrator  
2428-115<sup>th</sup> Avenue  
Princeton, Minnesota 55371-6200

Metro: (763) 389-3487  
Cellular: (612) 282-9496  
Toll Free: 1-800-851-3383

# BUILDING PERMIT/APPLICATION

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Permit # \_\_\_\_\_

## -----APPLICANT COMPLETE INFORMATION BELOW-----

Project Address: \_\_\_\_\_ or PID # \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
General Contractor: \_\_\_\_\_ License # : \_\_\_\_\_ Phone: \_\_\_\_\_  
Plumbing Contractor: \_\_\_\_\_ License # : \_\_\_\_\_ Phone: \_\_\_\_\_  
Mechanical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Proposed Use [Check One]: Dwelling \_\_\_ Private Garage \_\_\_ Deck \_\_\_ Home Addition \_\_\_  
Pole Building \_\_\_ Finish Basement \_\_\_ Three Season Porch \_\_\_ Business/Commercial \_\_\_  
Fireplace \_\_\_ Mechanical \_\_\_ Plumbing \_\_\_ Furnace \_\_\_ Other \_\_\_\_\_  
Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dimensions: \_\_\_\_\_  
Use and occupancy: \_\_\_\_\_ Type of Construction: \_\_\_\_\_  
Estimated Value: \_\_\_\_\_ Lot Size/Dimensions: \_\_\_\_\_

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.

Name (please print): \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Landowner Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ----- TOWNSHIP USE ONLY -----

### ----- FEES -----

Building Permit: \_\_\_\_\_ Plan Review: \_\_\_\_\_ State Surcharge: \_\_\_\_\_  
Mechanical: \_\_\_\_\_ State Surcharge: \_\_\_\_\_  
Plumbing: \_\_\_\_\_ State Surcharge: \_\_\_\_\_  
Zoning : \_\_\_\_\_  
Other: \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

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 has commenced. 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.

Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_ Receipt # \_\_\_\_\_

# PLANNING & ZONING DEPARTMENT

Jim Braun, Zoning Administrator  
2428-115<sup>th</sup> Avenue  
Princeton, Minnesota 55371-6200

Metro (763) 389-3487  
Out State 1-800-851-3383  
Cellular (612) 282-9496  
Fax (763) 389-9587

*Identify all General Contractors and Sub-Contractors to be performing work on this project:*

	<i>Name</i>	<i>Phone No:</i>	<i>License No:</i>
A. Architect or Engineer:			
B. General:			
C. Excavator:			
D. Masonry:			
E. Carpentry:			
F. Roofing:			
G. Insulation:			
H. Sheetrock:			
I. Plumbing:			
J. Heating:			
K. Septic:			
L. Well Driller:			
M. Electrical:			

**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:** \_\_\_\_\_

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

Parcel Number: \_\_\_\_\_

## 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.

\_\_\_\_\_  
*Signature or Property Owner*

\_\_\_\_\_  
*Project Address*

\_\_\_\_\_  
*Date*

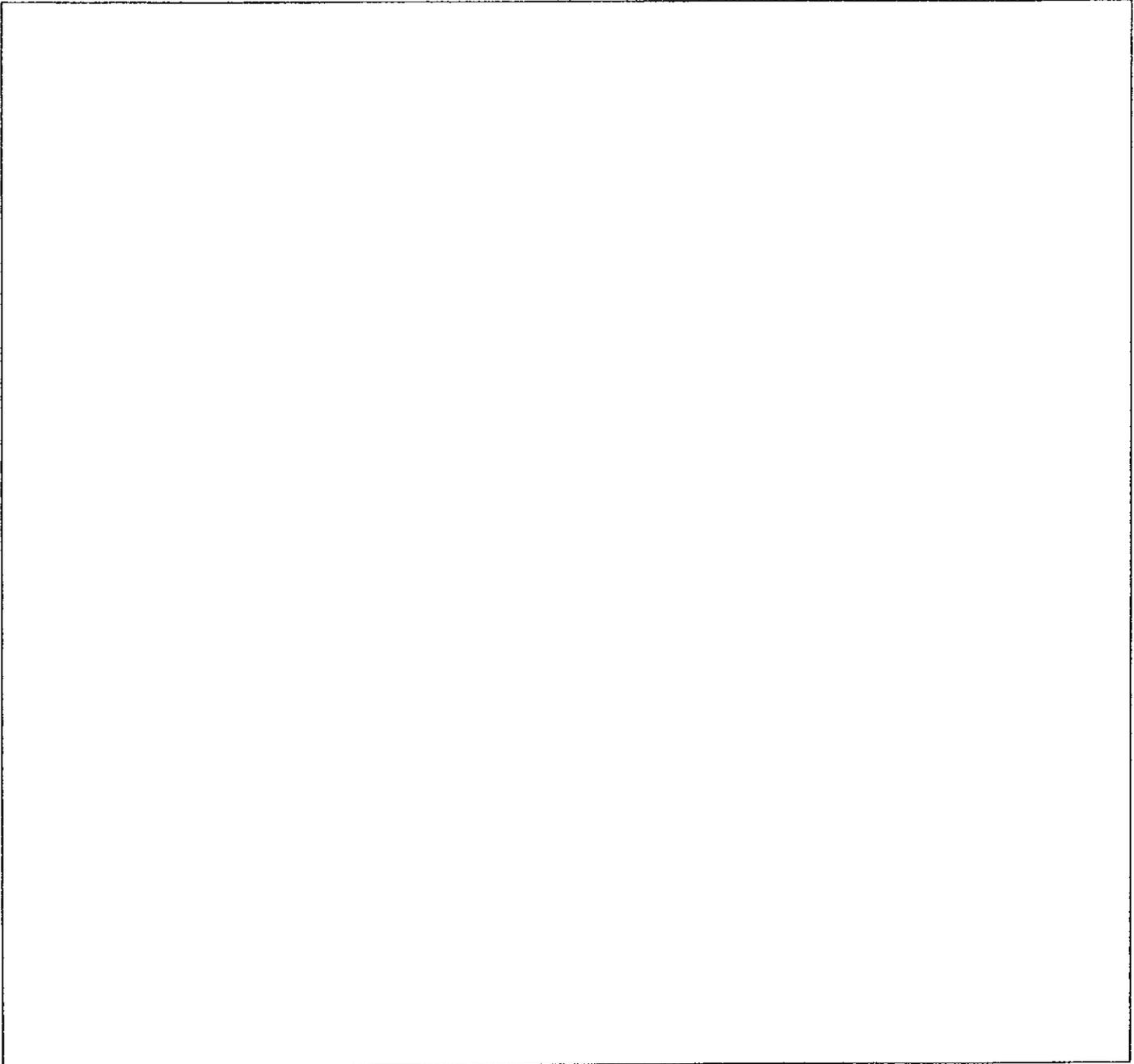
**Please return this signed waiver with the Building Permit Application.**

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.

# SITE PLAN

- Property Lines
- North Arrow

- Scale of Drawing: 1 square = \_\_\_\_  
\_\_\_\_\_ feet



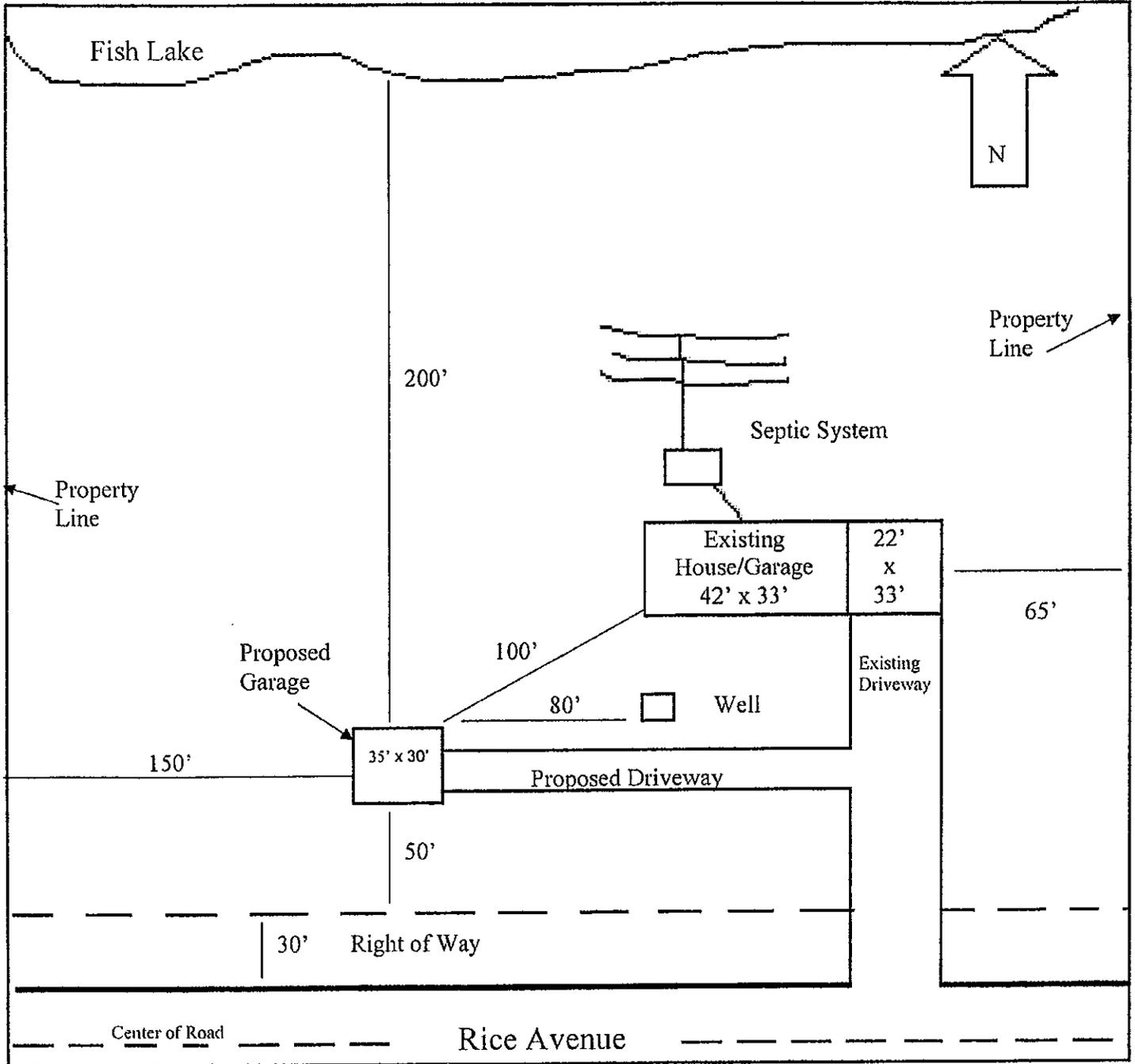
**Check box when complete:**

- |   |   |
|---|---|
| <input type="checkbox"/> Soils information  | <input type="checkbox"/> Traffic generation                           |
| <input type="checkbox"/> Lakes, streams and wetlands  | <input type="checkbox"/> Landscape plan including existing vegetation |
| <input type="checkbox"/> Existing land uses onsite and neighboring properties               | <input type="checkbox"/> Roads labeled, access to lot/driveway        |
| <input type="checkbox"/> Areas subject to flooding  | <input type="checkbox"/> Sewage treatment plans                       |
| <input type="checkbox"/> Existing and proposed structures, building footprints and setbacks | <input type="checkbox"/> Storm water and Erosion Control plans        |
|   | <input type="checkbox"/> Working and abandoned wells                  |

# SAMPLE SITE PLAN

- Property Lines
- North Arrow

Scale of Drawing: 1 square = \_\_\_\_  
\_\_\_\_\_ feet



**Check box when complete:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Soils information</li> <li><input type="checkbox"/> Lakes, streams and wetlands</li> <li><input type="checkbox"/> Existing land uses onsite and neighboring properties</li> <li><input type="checkbox"/> Areas subject to flooding</li> <li><input type="checkbox"/> Existing and proposed structures, building foot-prints and setbacks</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Traffic generation</li> <li><input type="checkbox"/> Landscape plan including existing vegetation</li> <li><input type="checkbox"/> Roads labeled, access to lot/driveway</li> <li><input type="checkbox"/> Sewage treatment plans</li> <li><input type="checkbox"/> Storm water and Erosion Control plans</li> <li><input type="checkbox"/> Working and abandoned wells</li> </ul> |
|---|---|



# 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 800/657-3602 or 651/296-2594

