

"RELOCATED" HOUSE PERMIT REQUIREMENTS

The following information must be submitted to the Planning Department before a building permit can be processed and approved. A more detailed description of items 1-5 is listed below.

1. Land Use Permit Application form
2. Building Permit Application form.
3. Survey or Site Plan [two copies].
4. Building Plans [two copies].
5. Septic System Permit.
6. Miscellaneous as required.

After a preliminary review additional information may be required. Allow **5-10** working days for processing.

1. Land Use Permit Application form: Complete the attached application form

2. Building Permit Application: Complete the attached application form

3. Survey or Site Plan: Provide an updated plan of the property showing all property lines, lakes, streams, rivers, bluffs, steep slopes, wetlands, road right of ways, easements, septic tanks- drainfield existing buildings [with dimensions] and project address or map number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A sample site plan, zoning setback and lot size requirements is available at the Planning Department. A registered survey may be required at the discretion of the Planning Department.

4. Building Plans:

A. Elevation Drawings [exterior views] of front, rear and sides of finished building. Indicate the height from finished grade to the top of the side walls and peak.

B. Section drawing [side, cutaway drawing] showing the details of the footings, foundation, foundation insulation, floor, wall and roof construction.

C. Floor Plans of the basement and each floor showing the length and width of the house, room dimensions and use [bedroom, bathroom etc.], finished and unfinished areas, sizes, interior walls, stairs, beams and plumbing/heating fixtures.

D. Submit additional plans for additions, decks, garages etc.

E. Entire house must be brought up to all current codes.

5. Septic System Permit: a Minnesota Pollution Control Agency Licensed Designer must submit a completed a Septic Permit application, soils report and site plan for the primary and alternate site.

6. Miscellaneous: General Zoning requirements must be met, contact a municipal planner for specific requirements, A zoning permit application is required if a variance, conditional use permit or special evaluation is required. Building permits will not be issued until all zoning requirements are approved.

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 work can begin.

Erosion Control Plan

Certificate of Occupancy: Before the home can be occupied, a Certificate of Occupancy must be issued by the Township Zoning Administrator. All work must be completed and the required inspections signed off before a Certificate of Occupancy can be issued.

Notice: All relocated home permits are issued subject to on-site approval. The entire structure is required to comply with the State Building Code. Roofing, attic ventilation, damaged, decayed, or unpainted siding, joists, beams, rafters, must be repaired or upgraded to code. Homes in close proximity to Bridgewater Township can be inspected prior to issuing a permit.

Flues: Existing flues may need to be relined, permanently abandoned, removed or approved by a Mechanical Contractor.

Masonry Fireplaces/Chimneys: Existing masonry flues and fireplaces shall be exposed and smoke tested, relined or permanently abandoned or removed.

Windows: *Basements and sleeping rooms* require an egress opening directly to the exterior. The net clear opening shall be at least 5.7 square feet, (820 square inches), minimum 20" wide and minimum 24" high. The maximum height off the floor to the opening is 44". Egress windows below grade in basements require a window well with a minimum three foot by three foot dimension. Window wells more than 44" deep require steps.

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

Township Zoning Office
Jim Braun, Zoning Administrator
2428-115th Avenue
Princeton, Minnesota 55371-6200

Metro: (763) 389-3487
Cellular: (612) 282-9496
Toll Free: 1-800-851-3383
Fax: (763) 389-9587
Email: jb Braun@northlc.com

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
 2428-115th 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

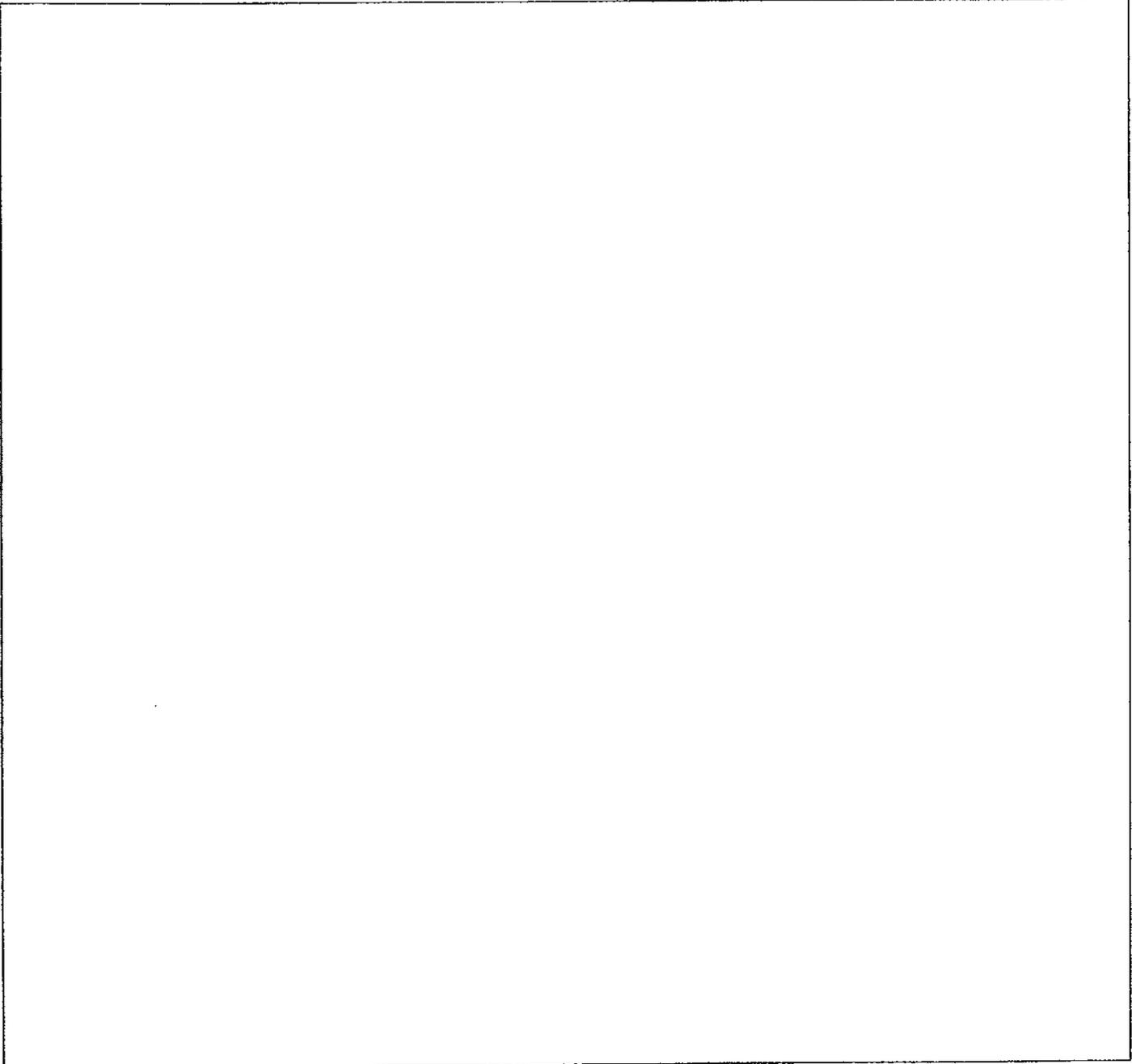
Please return this signed waiver with the Building Permit Application.

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



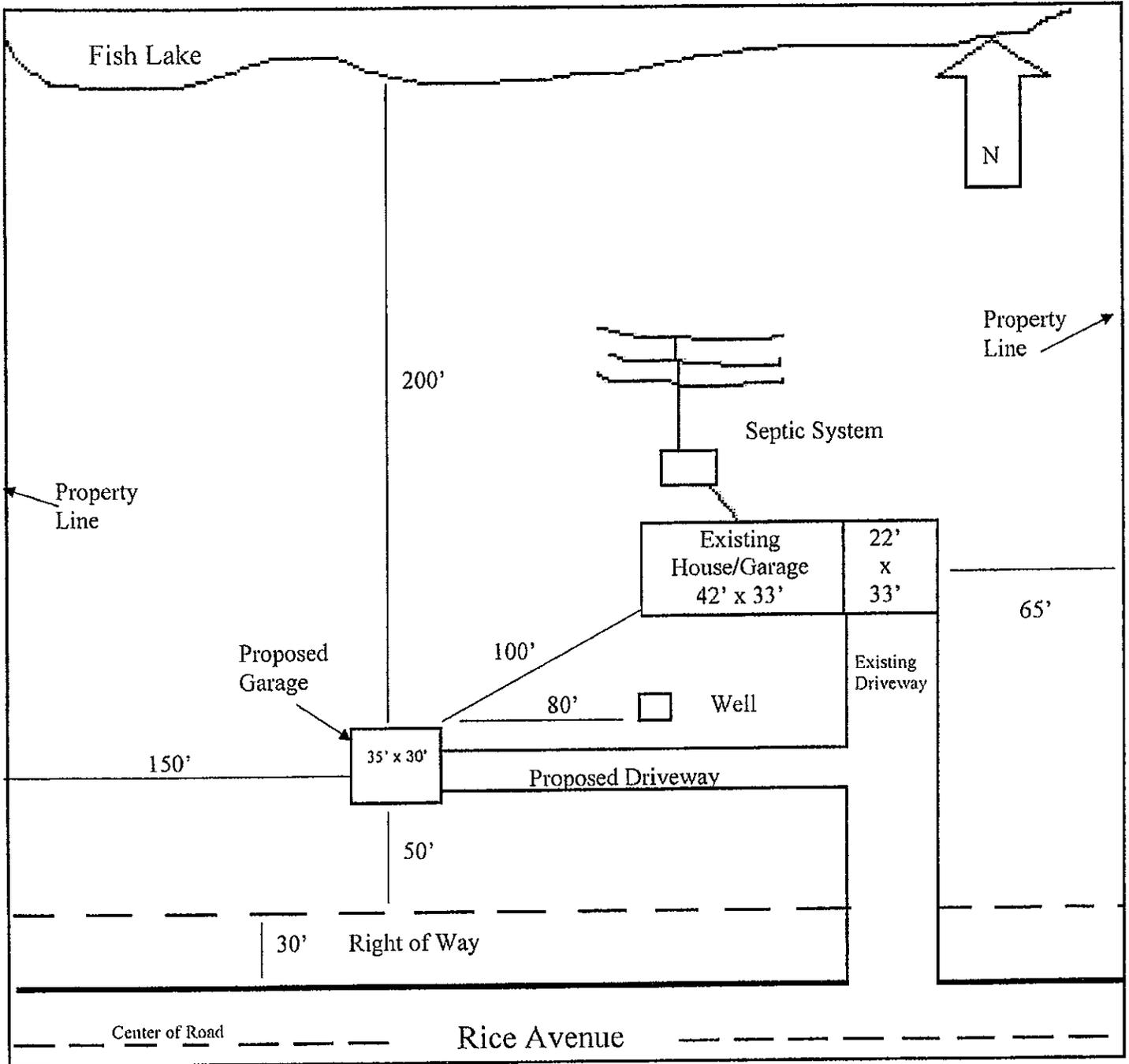
Check box when complete:

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



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 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