

PROPERTY INFORMATION SHEET

For Residential Accessory Structures, Building Additions, Decks/Porches and Pools

This Property Information sheet is used so you, as the applicant, are aware of the requirements for the property being reviewed and to more efficiently review your application. This sheet shall be completed and submitted in conjunction with all other requirements for a building permit. If it is not, the review will be place on hold.

Please contact the Planning Department (763.635.1000) to obtain any of this information.

Street Address: _____ **Acreage of Property:** _____

For Sheds, Garages, Building Additions, Decks/Porches and Pools:

Required Setbacks*

Front: _____-feet

Side: _____-feet

Garage Side: _____-feet

Rear: _____-feet

Proposed Setbacks*

Front: _____-feet

Side: _____-feet

Garage Side: _____-feet

Rear: _____-feet

Proposed setbacks cannot be less than the required setbacks

**Setbacks are from property lines, not from street/curb edges*

For Sheds and Garages only:

Total Allowed Square Footage _____

Contact Planning 763.635.1000

Total Proposed Square Footage _____

Cannot be larger than the allowed square footage

Total number of sheds/garages _____

Typically, only two are allowed

If a copy of your survey is not available, please draw the site plan in this location.

Permit #: _____

For Office Use Only

RESIDENTIAL SITE PLAN CHECKLIST

For Accessory Structures, Building Additions, Decks/Porches and Pools

Drawings shall be on an existing survey if available. Contact the Building Department at 763.635.1060 to inquire if your property has a survey on file. If this checklist is not signed/initialed or any of the required information is missing, the permit will be put on hold until the applicant provides all the required information.

Required on the Site Plan:

- North Arrow
- Dimensions to proposed project from all property lines (not street/curb edges)*
- Label all adjacent streets
- Location of driveway(s)
- Easements on property (no structures are allowed in easements)
- Square footage of all existing garages/sheds (if applicable)
- Well, septic tank and drain field locations (if applicable)
- All ponds, wetlands, lakes, rivers, creeks, ordinary high water elevations and Wild & Scenic setback requirements (if applicable)
- Location of retaining walls (if applicable)

*Typically corners of a property are marked with metal stakes that are approximately 16"-18" below grade. These stakes might be found with a metal detector. If corner stakes cannot be found or location of property lines is unknown, the property owner should contact a land surveyor to properly locate the corner stakes and property lines.

POOLS

_____ Initial if you are installing a pool. Fencing shall be installed prior to filling the pool, as required by the Elk River City Ordinance, Section 30-796. *If this is not initialed, you will be contacted to do so before the permit will be reviewed.*

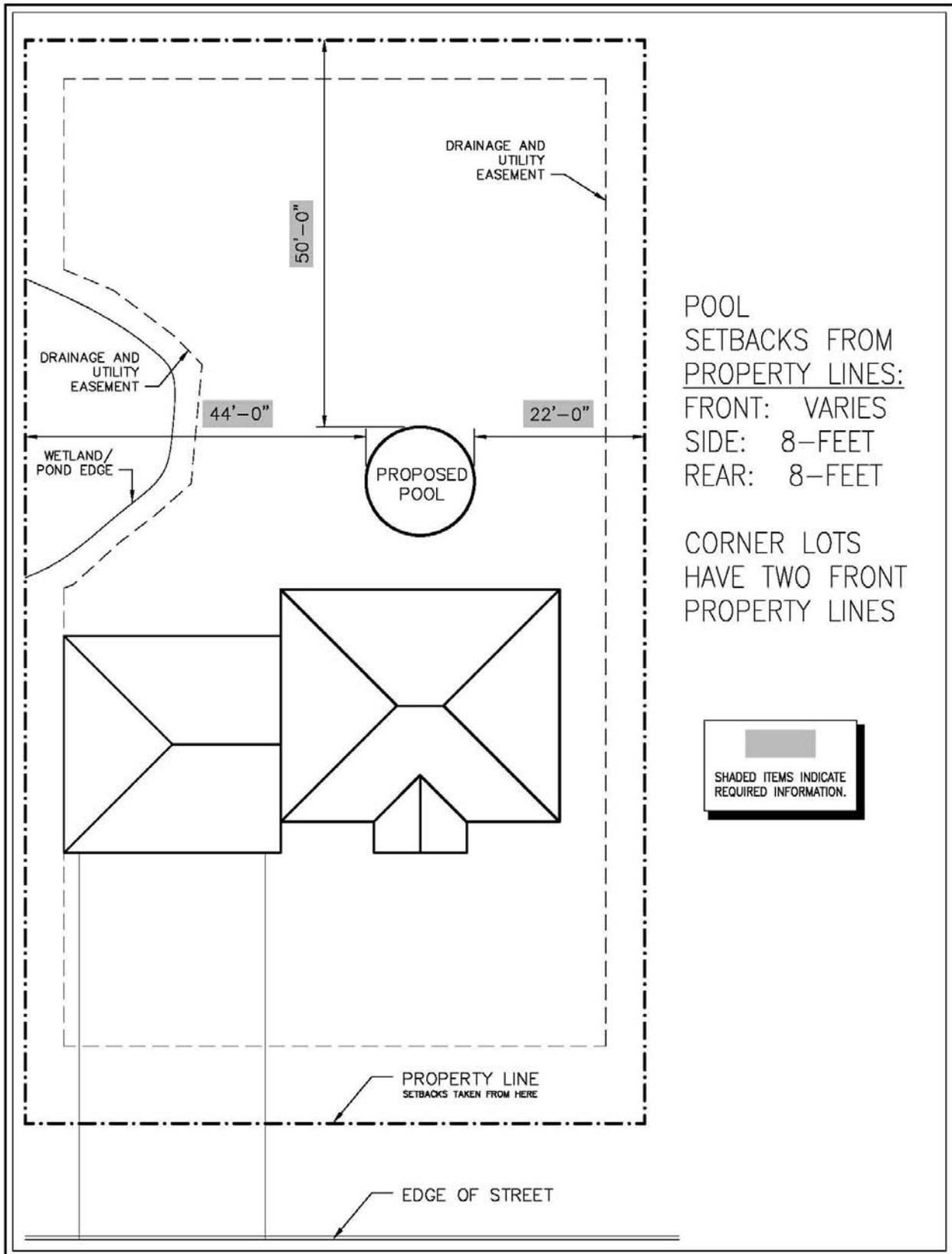
I understand that providing false information or omitting relevant information in this building permit application may result in denial of the application. I have provided the above information and understand that I am solely responsible for any and all information submitted with this building permit application and declare that all information is correct as shown.

Signature: _____ Date: _____

Daytime Phone #: _____
(to be used to contact applicant if any information is missing)

SAMPLE SITE PLAN

(does not need to be a computer drawing)



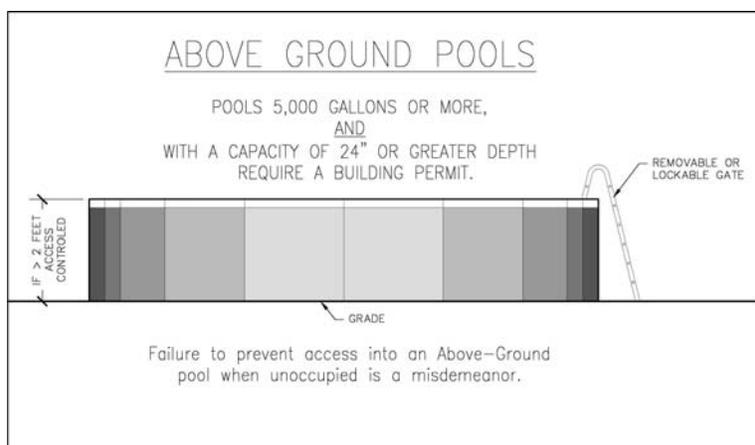
POOL
SETBACKS FROM
PROPERTY LINES:
FRONT: VARIES
SIDE: 8- FEET
REAR: 8- FEET

CORNER LOTS
HAVE TWO FRONT
PROPERTY LINES

SHADED ITEMS INDICATE
REQUIRED INFORMATION.

Above-Ground Pool Requirements

1. Per the Minnesota State Building Code, **Above-Ground pools** that exceed 5,000 gallons **and** has a depth capacity of 2-feet or more **require a building permit.**
2. Above-Ground pools that require a building permit must have access controlled by a means, such as removable ladder or lockable gate, to prevent access into the Above-Ground pool when unoccupied.
3. **Failure to prevent access** into an Above-Ground pool when unoccupied **is a misdemeanor.**
4. Above-Ground pools do not require a fence.
5. All pools shall be setback a minimum of eight feet from the side and rear lot lines and must comply with the required front yard setback.



Below-Ground Pool Requirements

1. **All Below-Ground pools require a building permit** and shall be enclosed with a fence that is a minimum four feet high and includes lockable gates. The fence shall be installed prior to filling the pool. Fencing shall be chain link, vertical pickets or solid. Automatic or manual pool covers do not qualify as a fence.
2. All pools shall be setback a minimum of eight feet from the side and rear lot lines and must comply with the required front yard setback. Patios around pools must be setback a minimum of five feet from property lines.

Permit # _____
Date: _____

MECHANICAL PERMIT APPLICATION

Site Address: _____ Suite/Unit _____
The Applicant is: Owner Contractor Other

Property Owner

Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____

Contractor

Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Mechanical Bond _____

Engineer

Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Reg# _____

Use Type			
Single Family <input type="checkbox"/>	Townhouse <input type="checkbox"/>	Commercial/Industrial <input type="checkbox"/>	
Multi-Family <input type="checkbox"/>	Institutional <input type="checkbox"/>	Other (O) <input type="checkbox"/>	_____

New <input type="checkbox"/>	Addition (ADD) <input type="checkbox"/>	Alter (ALT) <input type="checkbox"/>	Repair (REP) <input type="checkbox"/>	Other (O) <input type="checkbox"/>
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PLEASE COMPLETE OTHER SIDE OF APPLICATION

** SEPARATE PERMITS ARE REQUIRED FOR BUILDING, ELECTRIC, OR PLUMBING **

Inspection Scheduling 763.635.1060

FAX 763.635.1090

Detailed description of work: _____

Please check all boxes that apply!

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> A/C | <input type="checkbox"/> Class II Hood | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Radiant Heater |
| <input type="checkbox"/> Boiler | <input type="checkbox"/> Combustion Air | <input type="checkbox"/> Furnace | <input type="checkbox"/> Refrigeration |
| <input type="checkbox"/> Air to Air exchanger | <input type="checkbox"/> Dryer Venting | <input type="checkbox"/> Heat Pump Appliance | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Class 1 Hood | <input type="checkbox"/> Duct work | <input type="checkbox"/> Pool Heater | <input type="checkbox"/> Unit Heater |
- Other _____

Fill in the appropriate boxes below:

Make	Model #	Heat Loss/Gain	Fuel	Flue Diameter	Input (BTU)	CFM	Tons	Hp

GAS PIPING

Please check all boxes that apply!

<input type="checkbox"/> Boiler	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Gas Main	<input type="checkbox"/> Unit Heater
<input type="checkbox"/> Dryer	<input type="checkbox"/> Furnace	<input type="checkbox"/> Range	<input type="checkbox"/> Other _____

If gas piping will be done by others indicate: Name _____
 Address _____ Phone # _____
 Which appliances _____
 State Mechanical Bond # _____ Please check if on file

All Fees are based on valuation, including cost of labor and materials.
 The minimum fee is \$45.00 **or** \$75.00 + state surcharge. **TOTAL JOB VALUATION: \$** _____

PERMIT FEE (Above Ground)	<u>\$45.00</u>		PERMIT FEE (In-Ground)	<u>\$75.00</u>
SURCHARGE	<u>\$5.00</u>	or	SURCHARGE	<u>\$5.00</u>
TOTAL DUE	<u>\$50.00</u>		TOTAL DUE	<u>\$80.00</u>

This is an application for a permit – it is not valid until processed

I hereby apply for a mechanical permit, and I acknowledge that the information above is complete and accurate; that I understand this is not a permit and work is not to start without a permit.

I understand and hereby agree that the work for which the permit issued shall be performed according to; (1) the conditions of the permit; (2) the approved plans and specifications; (3) the applicable city approvals, ordinances, and codes; and, (4) the state building/mechanical codes and regulations.

I understand that the permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days anytime after work has commenced; and, that I am responsible for ensuring that all required inspections are requested in conformance with the state building code.

Name of applicant _____ Date: _____
Please type or print

Signature of applicant _____