



# ADDITION

## Permit Application

Office Use Only

Notes:  Scan

**Permit Total:**  
\$ \_\_\_\_\_

### City of Elk River

Fire and Building Safety Division

13065 Orono Parkway NW • Elk River, MN 55330  
763.635.1060 • E-mail: [ERFD.FABS@ElkRiverMN.gov](mailto:ERFD.FABS@ElkRiverMN.gov)

Date: \_\_\_\_\_

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

**Site Address:** \_\_\_\_\_ **PID #** \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Property Type:  Single Family  Multi-family  Twin home

Construction Type:  New  Addition  Remodel  Repair  Alteration  Other \_\_\_\_\_

The Applicant Is:  Owner  Contractor  Other \_\_\_\_\_

### Property Owner:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### Contractor:

Business Name \_\_\_\_\_ License/Bond \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### Payment Options:

Call me for credit card payment (If different than above, please note: Phone: \_\_\_\_\_)

Send Check (Please make checks payable to the City of Elk River)

Pay in person via Credit Card, Check, or Cash

### Receipt of Permit Options:

Email permit (If different than above, please note: Email : \_\_\_\_\_)

Pick up in person (All permits with plans needs to be picked up)

**• PLEASE COMPLETE OTHER SIDE OF APPLICATION •**

Office Use Only Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Permit fee: \_\_\_\_\_ Plan check fee: \_\_\_\_\_ State surcharge fee: \_\_\_\_\_

Sewer fee: \_\_\_\_\_ License fee: \_\_\_\_\_ Construction type: \_\_\_\_\_ Occupancy group: \_\_\_\_\_ Division: \_\_\_\_\_ Total SQ FT of \_\_\_\_\_

Called  or L/M  Date: \_\_\_\_\_ Int. \_\_\_\_\_

Last Modified 04/2018

**Detailed description of work:**

\* Please note: Separate permits are required for electrical, plumbing, and/or mechanical work.

**Total Job Valuation \$** \_\_\_\_\_

----- **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 above is complete and accurate. 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 any time after work has commenced; and, that I am responsible for ensuring that all required inspections are requested in conformance with the state building code.

---

<b>Signature of Contractor/Responsible Party</b>	<b>Print Name</b>	<b>Date</b>
<b>Signature of Property Owner</b>	<b>Print Name</b>	<b>Date</b>

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)*

# 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.*

# SAMPLE SITE PLAN

(does not need to be a computer drawing)

