



2241 221st Ave. NE • East Bethel, MN 55011
Phone: (763) 367-7844 • Fax: (763) 434-9578

COMMERCIAL BUILDING PERMIT APPLICATION

JOB ADDRESS: _____

Owner's Name: _____ Phone: _____

Email: _____

General Contractor: _____ Phone: _____

E-mail: _____ Contractors Lic. #: _____

Contractor's lead certification number for pre 1978 structures: _____

Architect _____ Telephone _____ Reg. # _____

Structural Engineer _____ Telephone _____ Reg. # _____

Type of Construction: _____ Total Sq. Ft.: _____ Number of Stories: _____

Building Use: _____

Description of work being done: _____

Valuation of Work* \$ _____

***Based on cost of material and labor as if you were to hire a contractor**

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. 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 IS COMMENCED.

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 HERIN OR NOT. 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.

TOTAL \$ _____
Total cost of permit will be available after building review. An estimate can be provided.

SIGNATURE OF CONTRACTOR _____ DATE _____

SIGNATURE OF OWNER (IF OWNER DOING WORK) _____ DATE _____

BUILDING INSPECTOR _____ DATE _____



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REQUIRED INFORMATION WHEN APPLYING FOR A COMMERCIAL BUILDING PERMIT

1. Permit application, completed and signed.
2. Three sets of detailed building plans or blueprints are required. The plans shall include footing size and thickness, detailed wall construction, detailed floor construction, and detailed roof construction. All plans must be to scale. The plans must also indicate the Type of Occupancy, Type of Construction; if the building is to be sprinkled, Size of the building, number of stories, etc. Plans for commercial construction are also required to be signed off by an Engineer and/or an Architect. The Building Official may also require additional information if needed.
3. Three copies of a survey from a Minnesota registered land surveyor indicating the following:
 - (a) Proposed building location.
 - (b) Proposed lowest floor elevation.
 - (c) Elevation of mottled soil at the building site, unless approved by the Building Inspector.
 - (d) Distances to all property lines.
 - (e) Driveway elevation and location.
 - (f) Road or street name.
 - (g) Existing and/or proposed septic systems sites, or sewer and water location with elevations.
 - (h) Future septic systems site as determined by soil tests, if applicable.
 - (i) Well location, if applicable.
 - (j) Elevation bench marks.
 - (k) Indicate water drainage away from the building, show elevations. The water shall not be directed to the septic system or on the neighboring property.
 - (l) Lot size.
 - (m) Wetlands, rivers, lakes or easements.
4. Soil borings showing depth to mottled soil at building site, unless approved by the Building Inspector and City Engineer.

5. The building location must be staked by the surveyor.
6. The driveway location must be staked for a culvert (if required). If the property is on a County road you need to contact Anoka County for a driveway permit.
7. If you are not in an area where there is City sewer and water, you will need a septic system design. The design must be completed by a Minnesota certified septic system designer.
8. The septic system location must be fenced off before a permit will be issued.
9. Alternate septic site location is required if not on City sewer and water.
10. The owner is not permitted to do the plumbing or the septic system unless licensed by the State of Minnesota as a license master plumber or license septic system installer.
11. Mechanical plans must be completed by a qualified professional.
12. Plumbing plans must be approved by the State of Minnesota Department of Labor and Industry.
13. Soil tests are required for Commercial Construction.
14. A completed and signed septic system permit application shall be included with the septic system design (if applicable).
15. A list of contractors working on the projects along with their contact information.

CITY STREETS AND RIGHT-OF-WAYS

- Keep all construction materials including lumber, concrete blocks, pallets, porta-potties, etc., off of the street and out of the City right-of-way at all times.
- The City streets shall be left clean and free of debris at the end of each day.
- No overnight parking on the City streets or right-of-way.
- Anything left on the City streets or in the City right-of-way will result in the removal at the contractor's or owner's expense.

NOTE: ADDRESS MUST BE POSTED ON JOB SITE PRIOR TO CONSTRUCTION.