



2241 221st Ave. NE • East Bethel, MN 55011

Phone: (763) 367-7844 • Fax: (763) 434-9578

PERMIT APPLICATION FOR NEW SINGLE FAMILY HOME

JOB ADDRESS (Provided by the City): _____

Legal Description/PIN: _____

Owner's Name: _____ Telephone: _____

General Contractor: _____ Telephone: _____

E-mail: _____ Contractors Lic. #: _____

Architect: _____ Telephone: _____ Reg. #: _____

Structural Engineer: _____ Telephone: _____ Reg. #: _____

Is this a New Master Plan: YES NO

Name of Master Plan (for new master plans or repetitive plans): _____

Is this a Repetitive Plan based on an already submitted Master Plan: YES NO

The plan review fee for repetitive plans shall not exceed 25% of the normal plan review fee. Approval is needed from the Plan Reviewer for the reduced fees. Per MSBC 1300.0160, Subp 5.

Type of Construction: _____ House Square Feet: _____ Number of Stories: _____
Garage Square Feet*: _____ (*Garage minimum 24'x24')

Zoning: _____ Acres: _____ Shoreland Overlay District: YES NO

Valuation of Work: \$ _____

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 HEREIN 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.

CASH OR CHECK ONLY

TOTAL AMOUNT DUE \$ _____

Total amount due will be given after building review. You can receive an estimate prior. HVAC, Fireplace, Plumbing, Electrical, and Septic Permits are all applied for and paid for separately.

Signature of contractor or authorized agent: _____ Date: _____

Signature of owner (if owner builder): _____ Date: _____

Building Inspector: _____ Date: _____

Community Development Director: _____ Date: _____



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REQUIRED INFORMATION WHEN APPLYING FOR A NEW HOUSE PERMIT

All items on this list are required before the City of East Bethel will accept a permit application for a New House. You will be asked to identify these items while dropping off the plans. If you cannot identify these items the plans will not be accepted.

1. Permit application completed and signed.
2. Two sets of detailed building plans or blueprints. The plans shall include:
 - a. Footing size and thickness
 - b. Detailed wall construction
 - c. Braced wall panels location, size, height, and width
 - d. Detailed floor construction
 - e. Post, header and beam sizes and spans
 - f. Detailed roof construction.
 - g. All plans must be to scale.
3. Two copies of a survey from a Minnesota registered land surveyor indicating the following:
 - a. Propose house 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. Roads or streets.
 - g. Existing and/or proposed septic systems sites.
 - h. Future septic systems site as determined by soil tests.
 - i. Well location.
 - j. Elevation bench marks.
 - k. Indicate water drainage away from the house, 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.

5. 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.
6. The septic system location must be fenced off before a permit will be issued.
7. Alternate septic site location is required.
8. Builder's license is required, unless homeowner is doing the project. The homeowner 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.
9. Ventilation, make-up air and combustion air worksheet completed.
10. Furnace sizing worksheet completed.
11. Soil test, if constructing on fill soils.
12. A completed and signed septic system permit application shall be included with the septic system design.

BEFORE CONSTRUCTION STARTS

- The building location must be staked by the surveyor.
- The driveway location must be staked for a culvert. If the property is on a County road you need to contact Anoka County for a driveway permit.
- Address must be posted on job site prior to construction.

CITY STREET'S AND RIGHT-OF-WAY'S

- 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.

New Construction Energy Code Compliance Certificate

Per R401.3 Certificate. A building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Posted



Mailing Address of the Dwelling or Dwelling Unit	City
Name of Residential Contractor	MN License Number

THERMAL ENVELOPE								RADON CONTROL SYSTEM	
Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply						Passive (No Fan)	
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate
Below Entire Slab								Location (or future location) of Fan:	
Foundation Wall								Other Please Describe Here	
Perimeter of Slab on Grade									
Rim Joist (1st Floor)									
Rim Joist (2nd Floor+)									
Wall									
Ceiling, flat									
Ceiling, vaulted									
Bay Windows or cantilevered areas									
Floors over unconditioned area									
Describe other insulated areas									

Building envelope air tightness (ACH):		Duct system air tightness (cfm/100 sf):	
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Windows & Doors	Heating or Cooling Ducts Outside Conditioned Spaces
Average U-Factor (excludes skylights and one door) U:	Not applicable, all ducts located in conditioned space
Solar Heat Gain Coefficient (SHGC):	R-value

MECHANICAL SYSTEMS						Make-up Air <i>Select a Type</i>		
Appliances	Heating System		Domestic Water Heater		Cooling System			
Fuel Type							Not required per mech. code	
Manufacturer							Passive	
Model							Powered	
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:		Interlocked with exhaust device. Describe:	
Efficiency	AFUE or HSPF%				SEER /EER		Other, describe:	
Residential Load Calculation	Heating Loss	Heating Gain	Cooling Load		Location of duct or system:			
					Cfm's			
						" round duct OR		
						" metal duct		

MECHANICAL VENTILATION SYSTEM						Combustion Air <i>Select a Type</i>	
Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):						Not required per mech. code	
Select Type						Passive	
Heat Recover Ventilator (HRV) Capacity in cfms:	Low:	High:				Other, describe:	
Energy Recover Ventilator (ERV) Capacity in cfms:	Low:	High:				Location of duct or system:	
Balanced Ventilation capacity in cfms:						Cfm's	
Location of fan(s), describe:						" round duct OR	
Capacity continuous ventilation rate in cfms:						" metal duct	
Total ventilation (intermittent + continuous) rate in cfms:							



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Septic System Permit Application

(To Be Filled Out by Septic Installer)

Job Address: _____

Owner: _____ Phone: _____

General Contractor: _____ Phone: _____

Septic Installer: _____ MPCA Cert.#: _____

Phone Number: _____ Email: _____

Construction Type (circle one): **New Building** **Alteration** **Repair** **Replace**

Type of Septic System (circle one): **Type I** **Type II** **Type III** **Type IV** **Type V**

Type of Drainfield (circle one): **Trenches** **Mound** **Pressure Bed** **Other:** _____

Number of Bedrooms: _____

Shoreland Overlay District (circle one): **Yes** **No**

Further description of septic: _____

This permit is granted upon the express condition that the person, partnership, firm or corporation to whom it is granted, together with the agents, employees, workers and sub-contractors agree to abide by and conform to all ordinances of the City regarding the construction, alteration and repair of sewage treatment systems within the City; and that this permit may be revoked at any time upon evidence of violations of any of the provisions of said ordinances. This permit becomes null and void if work or construction authorized is not commenced within 180 days.

CASH OR CHECK ONLY

NEW CONSTRUCTION/REPLACEMENT SYSTEM TOTAL: \$ 301

ALTERNATIVE SYSTEM TOTAL: \$200 PLUS PLAN REVIEW FEES, MINIMUM OF \$301

REPAIR TOTAL (APPROVAL FROM BUILDING OFFICIAL NEEDED): \$ 101

SEPTIC HOLDING TANK ONLY TOTAL (NEED APPROVAL FROM PLANNING COMMISSION): \$101

Septic Installer: _____ Date _____

Inspector Approval: _____ Date _____

Comm. Dev. Director Approval: _____ Date _____

Revision Date: 1/2/2016



East Bethel City Hall

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Sub-Contractor List

Address: _____

Owner: _____ Phone: _____

General Contractor: _____ Phone: _____

Any lines left blank below will leave the general contractor liable for that work.

*Plumbing Contractor: _____ Phone: _____

*HVAC Contractor: _____ Phone: _____

Fireplace permits are separate from the HVAC permit.

*Fireplace Contractor: _____ Phone: _____

*Septic Contractor: _____ Phone: _____

*Electrical Contractor: _____ Phone: _____

*Plumbing Contractor: _____ Phone: _____

*Swimming Pool Contractor: _____ Phone: _____

Excavating Contractor: _____ Phone: _____

Masonry Contractor: _____ Phone: _____

Insulation Contractor: _____ Phone: _____

Driveway Contractor: _____ Phone: _____

Roof Contractor: _____ Phone: _____

Stucco/Siding Contractor: _____ Phone: _____

*Sewer/Water Contractor (SAC districts): _____ Phone: _____

*Fire Sprinkler Contractor (Commercial): _____ Phone: _____

***These contractors will need to get separate permits from the "New Construction" Permit.**

All contractors need to be licensed by the state.

Building Escrow Application

Property Address: _____

Owner's Name: _____ Phone: _____

Person/Company paying the escrow	Person/Company receiving returned escrow <small>(if different from the person/company paying the escrow than permission is needed)</small>
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Address: _____ _____
Amount entered into escrow: \$ _____	Email: _____

Escrow Requirement

The City recognizes that during winter months and early spring it is sometimes difficult to meet the requirements for driveways, landscaping and installation of septic systems. The City will allow a property owner to receive a Certificate of Occupancy even if the driveway or landscaping is not finished. However the property owner is required to complete this application and pay for the escrow amounts as outlined below. A Certificate of Occupancy will not be issued to a new home if the septic system is not installed.

Describe work to be done: _____

Who will be doing the work: _____

Escrow Type	Escrow Amount	What is required
Driveway Escrow	\$1,800	75 feet of bituminous or concrete surface
Landscaping Escrow	125% of estimated landscaping costs, Property owner required to provide the City with an estimate for the work	Trees and sod/seeding as required in front yard
Septic Escrow	125% of estimated septic installation costs. Property owner is required to provide the City with a design and estimate for the installation	Septic system that is up-to-code and capable of handling the amount of bedrooms and bathrooms of the home

Deadlines
<p>Work must be completed by this date or you are authorizing the City to have the right to use the money set aside for escrow to complete the work themselves. Escrow will be returned once the work has been completed and is inspected by the City Official.</p> <p>The deadline for (circle one): driveway landscaping septic</p> <p>is set for (Community Dev staff enter date here): _____</p>

Property Owner/Escrow Payee Signature: _____ Date: _____

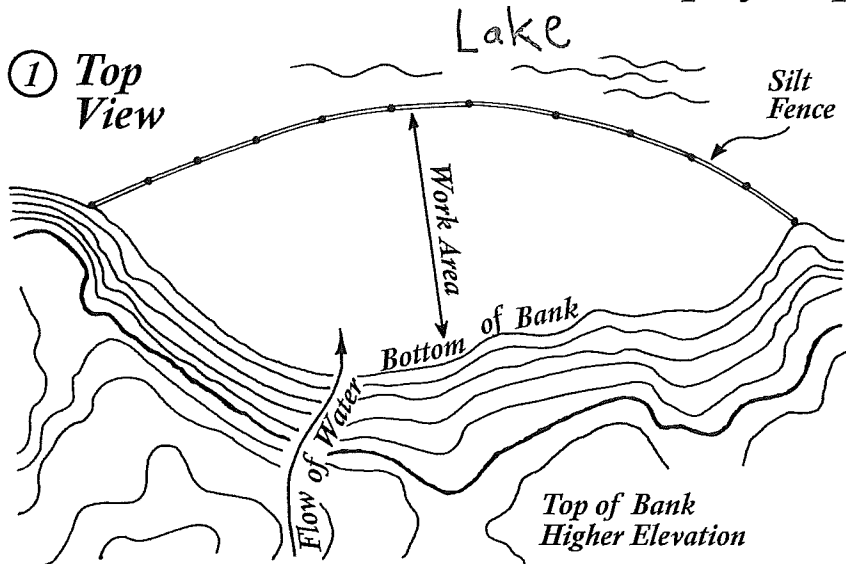
Community Development Staff: _____ Date: _____

East Bethel Community Development

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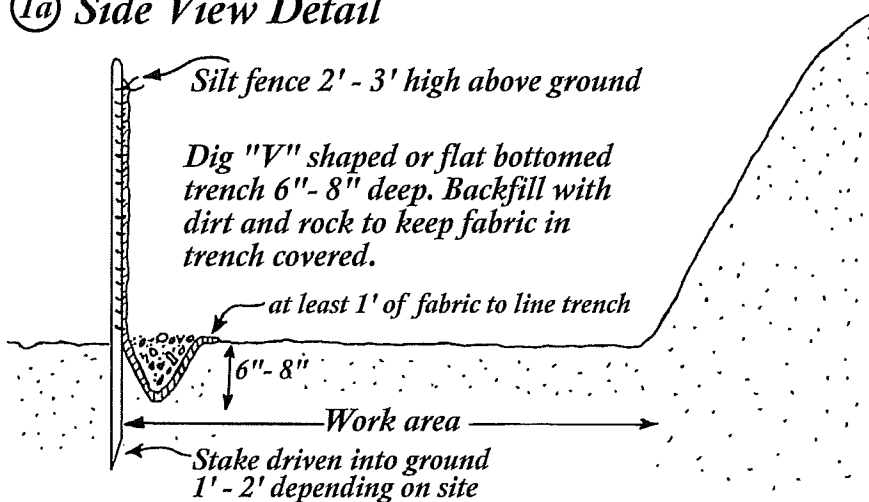
Silt Fence Installation Step-by-Step

① Top View



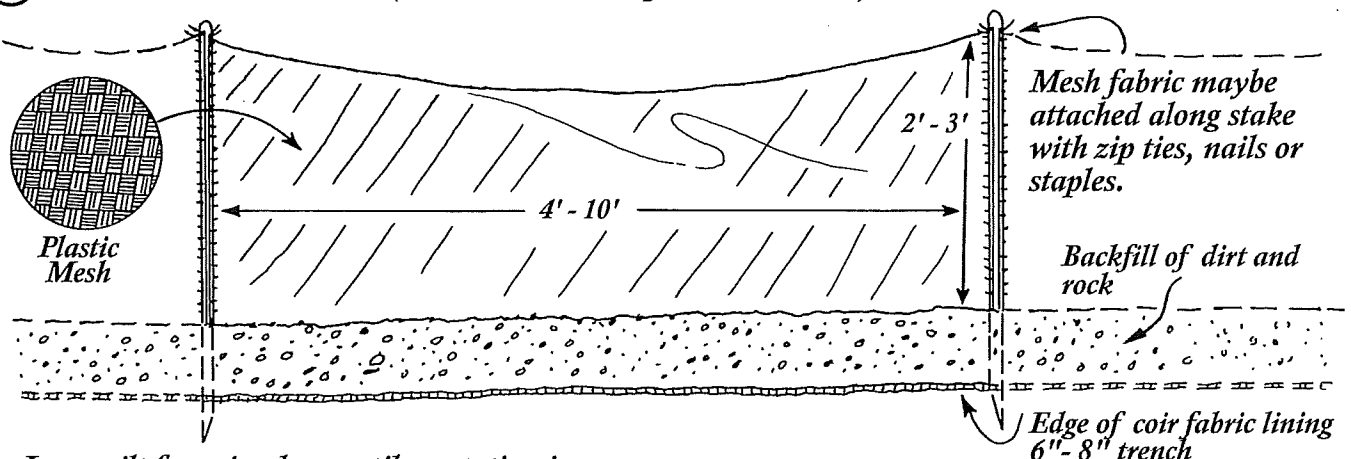
Prepare a stormwater pollution prevention plan. Set up silt fences according to terrain, soil and run-off consideration. Prevent soil migration by decreasing soil exposure, steep unvegetated slopes and construction time. Revegetate as soon as possible in the **SAME SEASON**.

①a Side View Detail



Monitor integrity of installed silt fence and remove sediment before it reaches 1/3 the height of the silt fence. It is especially important to monitor during and after rain and break-up events.

①b Front View Detail (One Section of Silt Fence)



Leave silt fence in place until vegetation is established and sediment is stabilized.

Silt (Sediment) Fence Installation

When installing a silt fence, first choose the appropriate place to set up a silt fence by considering site terrain and slope, water flow and projected soil disturbance during construction.

Set the silt fence perpendicular to the slope of the land, curving the fence inward towards slope.

Place the silt fence spaced away from the toe-of-slope, leaving enough room to accumulate sediment and to perform work.

Dig a six to eight-inch trench (either V shaped or flat-bottomed) directly up-slope or upstream of the silt fence. On the downstream edge, drive in wood stakes, rebar or steel stakes at least 1 foot down into the sediment. The stakes or rebar should be long enough to accommodate the trench depth and height of the silt fence fabric.

Run a continuous length of fabric along the inside of the stakes and secure with nails, staples or zip ties allowing at least 1 foot to line the trench. Extend termination points uphill one full panel length.

Use continuous fabric piece for the silt fence. If one is unavailable and a joint is necessary, overlap the fabric at least the width of one stake spacing and secure in place using a wooden lath, staples, zip ties or nails.

Cover the trench with backfilled and compacted soil, gravel or rock.

Maintain the fence by checking the fabric for damage, failure of fence to withhold sediment, and damage to posts. Install additional back-up silt fence if needed.