



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

### PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURE

Job Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

General Contractor (if being used): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contractor's Lic. #: \_\_\_\_\_

Do you intend on running a home occupation from the structure:  YES  NO

**Appendix A – Zoning, Section 10 – General Development Regulations, Number 19 – Home Occupation:** (L) The area set aside for the home occupation in the attached or detached accessory structures or garages shall not exceed total accessory structure space.

Do you have an Interim Use Permit to run a Home Occupation:  YES  NO

If yes, than you must provide a copy of the IUP in this application.

Type of work:  Shed  Garage  Pole Building  Other: \_\_\_\_\_

Total Sq. Ft.: \* \_\_\_\_\_ Sidewall Height (14ft max): \_\_\_\_\_ Bldg Height: \_\_\_\_\_

\*If a pole building is over 2,000 sq ft, than the building plans need to be approved by a structural engineer.

Total number of accessory structures on site already: \_\_\_\_\_

Total Sq. Ft. of accessory structures on site already: \_\_\_\_\_

Zoning: \_\_\_\_\_ Acres: \_\_\_\_\_ Shoreland Overlay District:  YES  NO

Driveway plans for new accessory structure: \_\_\_\_\_

Will there be two architectural features on front facade: \_\_\_\_\_

Will the color of the siding match or coordinate with the primary structure: \_\_\_\_\_

**Valuation of Work\*:** \$ \_\_\_\_\_

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

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, 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 AMOUNT DUE (Price based on valuation) \$ \_\_\_\_\_  
Total cost of permit will be available after building review. An estimate can be provided.

Signature of Contractor or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (if owner builder): \_\_\_\_\_ Date: \_\_\_\_\_

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

## **INFORMATION NECESSARY WHEN APPLYING FOR A RESIDENTIAL ACCESSORY BUILDING PERMIT**

1. Permit application completed and signed.
2. Two sets of detailed building plans or blueprints. Pole buildings over 2,000 square feet require engineered signed plans.
3. Two copies of the residential survey or site plan indicating the following: Distances from the property lines, buildings on the same property, driveway location, septic system and well locations, lot size and any wetlands, rivers, lakes or easements. Site plan must be approved by the Building Inspector. If the property lines cannot be determined, a survey will be required.
4. The building location must be staked for the site inspection/footing inspection.
5. Any additional driveways from a city, county, or state road will need a permit. For all driveways on State or County road; you will need to contact the State of Minnesota or Anoka County and receive a driveway permit before applying for a building permit.
6. Structures shall not be located in drainage and utility easements.
7. Detached Accessory structures shall comply with the following:
  - a. Shall incorporate a finished design and color scheme that is coordinated and compatible with the color and design of the principal structure;
  - b. Shall include complete eave and corner trim elements;
  - c. Shall include a minimum of two different architectural features on
    - i. the front façade,
    - ii. along any sidewall greater than 10 feet in height,
    - iii. and any sidewall directly adjacent to and visible from a public right-of-way;
  - d. Architectural features may include items such as windows, entry doors, or material/color variations; and
8. The septic system location must be fenced off before a permit will be issued.
9. Copy of the builder's license (unless homeowner is doing the project).
10. If other accessory buildings are on the property, give total square feet of existing accessory buildings.

**PERMIT FEE IS BASED ON VALUATION:** SHALL BE DETERMINED BY THE BUILDING INSPECTOR DURING PLAN REVIEW.

**SEPTIC SYSTEMS:** Septic systems may need to be upgraded before a permit is issued. If you have any questions, please contact the Building Department.



## *East Bethel Community Development*

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# DRIVEWAY ACCESS AND STANDARDS

## APPENDIX A (ZONING), SECTION 10, NUMBER 15

### **A. Access requirements.**

- 1) Properties in the R1 and R2 districts are allowed one access point from a public street.
- 2) Properties in the RR and A districts are allowed two access points from a public street; however, properties located on municipal state aid streets, major thoroughfares, and major streets are allowed one access point from a public street.

### **B. Surface and drainage.**

- 1) Off-street parking areas and driveways in the R-1, R-2, B-1, B-2, B-3, I, and conditional uses in the RR districts shall be constructed of a **bituminous or concrete surface**.
- 2) In all residential zoning districts, driveways located on an improved street require a **bituminous or concrete driveway** extending from the street a minimum of 75 feet or to the garage apron, whichever is less. Driveway width shall be a minimum of 12 feet wide and cannot exceed 24 feet in width at the right-of-way. A turn-around, located entirely on a residential lot, will be required for driveways that directly access a street with a posted speed limit greater than 45 miles per hour.
- 3) Parking spaces for heavy equipment that would damage bituminous or concrete surfaces are exempt from the paving requirement.
- 4) In all residential districts, driveways created on an unimproved street after the adoption of [ordinance 28, second series, adopted Dec. 21, 2010] are required to meet the paving requirements of this section no later than one year after subsequent improvements of the street are completed, with either a **bituminous and/or concrete surface**.

# WHAT IS A BITUMINOUS SURFACE?

**Bitumen** is a type of paving that cannot be loose, normally some type of asphalt. It is a black viscous mixture of hydrocarbons obtained naturally or as a residue from petroleum distillation. We will accept:

## Concrete



## Asphalt



## Paving



## Recycled Blacktop



We do not accept crushed rock or anything that is loose. The material must stick together.



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### PERMIT APPLICATION FOR DRIVEWAYS ON CITY ROADS

Job Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

General Contractor (if being used): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contractor's Lic. #: \_\_\_\_\_

Is the driveway accessing a city road:  YES  NO

County road driveways must be applied for through Anoka County.

Is the city road paved:  YES  NO

Driveways located on an improved street require a bituminous or concrete driveway extending from the street a minimum of 75 feet or to the garage apron, whichever is less.

In all residential districts, driveways created on an unimproved street after the adoption of [ordinance 28, second series, adopted Dec. 21, 2010] are required to meet the paving requirements of this section NO LATER THAN ONE YEAR AFTER subsequent improvements of the street are completed, with either a bituminous and/or concrete surface.

What is the speed limit on the city road the driveway will be accessing: \_\_\_\_\_ mph

A turn-around, located entirely on a residential lot, will be required for driveways that directly access a street with a posted speed limit greater than 45 miles per hour.

What material will the driveway be: \_\_\_\_\_

Total Length: \_\_\_\_\_

Total Width: \_\_\_\_\_

Driveway width shall be a minimum of 12 feet wide and cannot exceed 24 feet in width at the right-of-way.

Zoning: \_\_\_\_\_

**You must not allow sediment to get into the ditch or public right-of-way.**

**A 15" culvert may be needed as determined by building plan review.**

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 AMOUNT DUE \$ 52**

Signature of Owner or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Community Dev. Director: \_\_\_\_\_ Date: \_\_\_\_\_

Is a "15 culvert needed:  YES  NO

## **INFORMATION NECESSARY WHEN APPLYING FOR A DRIVEWAY PERMIT ON A CITY ROAD**

1. Permit application completed and signed.
2. Two sets of detailed plans or blueprints which include lot lines. The two copies of the residential survey or site plan should indicate the following: Distances from the property lines, buildings on the same property, previous and future driveway location, septic system and well locations, lot size and any wetlands, rivers, lakes or easements. Site plan must be approved by the Building Inspector. If the property lines cannot be determined, a survey will be required.
3. The septic system location must be fenced off before a permit will be issued.
4. You must not allow sediment to get into the ditch or public right-of-way.
5. A 15" culvert may be needed as determined by building plan review.

**SEPTIC SYSTEMS:** Septic systems may need to be upgraded before a permit is issued. If you have any questions, please contact the Building Department.

# CITY OF EAST BETHEL

2241 221<sup>ST</sup> Ave NE, East Bethel, MN 55011  
 Building Div. (763) 367-7844 Fax (763) 434-9578

Permit # \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Paid by: \_\_\_\_\_  
 Check #: \_\_\_\_\_

**Electrical Inspector, Brian Nelson (763) 434-4853**

**Calls taken 7-8:30 a.m. Monday - Friday or go to [www.briannelsoninspections.com](http://www.briannelsoninspections.com)**

## REQUEST FOR ELECTRICAL INSPECTION (REI)

### One- and Two-Family Dwellings

<b>Fields marked with an asterisk*are required (as applicable). Incomplete, inaccurate, or illegible forms may be returned to the submitter.</b>		*TODAY'S DATE	
*Check One Box: <input type="checkbox"/> Contractor or <input type="checkbox"/> Homeowner		*Check One Box: <input type="checkbox"/> New Bldg. or <input type="checkbox"/> Existing Bldg.	
*Check One Box: <input type="checkbox"/> One-Family Dwelling (homeowner or contractor) OR <input type="checkbox"/> Two-Family Dwelling (contractors only) <i>(It is unlawful for homeowners to perform electrical work on property that is rented, leased or occupied by others)</i>			
*Project Location (number & street name)			
*Project City: EAST BETHEL		*Project County ANOKA	Project Zip:
*Owner Name		*Owner Phone	
*Company Type (check one box): <input type="checkbox"/> Electrical Contractor <input type="checkbox"/> Technology System Contractor			
*Company License Number		*Company Name	
*Company Address		*City	*State
			*Zip Code
Email (if applying by mail than permit will be emailed to you):			
*Company Phone		*Contact Person & Phone Number	
*Project Description (Scope of work, service size, quantity of feeders and circuits, job numbers, or other vital information to help the electrical inspector make timely inspection service)	*Single Inspection Other than Rough-in? <input type="checkbox"/> Ready Now or <input type="checkbox"/> Will Schedule		Rough-in inspection Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No
	Project Site (Contact Person and Phone Number)		
	Electrical Utility		
<b>TOTAL INSPECTION FEE from REI fee worksheet, or \$35 multiplied by the number of required inspection trips, whichever is greater.</b>		Enter Inspection Fee Here >>	\$
A surcharge of \$1 is imposed on every permit effective 7/1/15 as per M.S. § 326B.148, in addition to the inspection fee.		+ Surcharge Fee >>	\$ 1.00
<b>Total (Inspection Fee plus Surcharge Fee)</b>			\$

Requests for Electrical Inspection (REI) with a fee of \$250 or less expire 12 months from the filing date. The installer must have the work completed within the 12 month period or submit another REI that includes the inspection fee for the uncompleted work. Inspection fees do not carry over from an expired REI to a new REI. A service charge of \$30 will be added for all dishonored checks.

**Please submit REI forms together with applicable fees (payable in cash or check) to:**  
 City of East Bethel, 2241 221<sup>ST</sup> Ave NE, East Bethel, MN 55011

## Fee Calculation Guide: East Bethel

**Instructions:**

- A. Review the electrical project and associated fee structure below that applies to your situation.
- B. Calculate the total cost of your electrical project and add the entire column together for the total permit cost.
- C. Transfer costs to **Request for Electrical Inspection (permit) Form**.

**Please Note:** All fees below do not include the \$1 State Surcharge. Please add this to the permit total cost.

*Minimum or Additional Trip fees are \$35 per trip unless otherwise identified.*

Electrical Panel change out, Repair or Service Upgrade in Same Location			
Description of Work		Fee	Permit Cost
Electrical Panel change out, Repair or Service Upgrade	Up to 300 Amps	\$50.00	
	400 Amps	\$58.00	
	For each additional 100 Amps, add:	\$14.00	
Reconnected circuits	charge for each	\$3.00	
New Circuits or Reconnected Circuits Spliced Outside of Electric Panel are at Full Fee	charge for each up to 30 Amps	\$8.00	
	charge for each up to 100 amps	\$10.00	
	For each additional 100 Amps, add:	\$5.00	
<b>The total of these expenses = the cost of one trip and the total cost of the permit.</b>			

Detached - Garage or Building			
Description of Work		Fee	Permit Cost
Electrical Service to Building	up to 300 amps	\$50.00	
	400 amps	\$58.00	
	For each additional 100 amps, add:	\$14.00	
New Circuits	each - up to 30 amps	\$8.00	
	each - up to 100 amps	\$10.00	
	each - up to 200 amps	\$15.00	
	For each additional 100 amps, add:	\$5.00	
<b>The total of these expenses = the total cost of the permit.</b>			

New Single Family Residence			
Description of Work		Fee	Permit Cost
New House	up to 200 amps and 30 circuits used or less - includes a Maximum of 3 inspection trips.	\$150.00	
	above 200 amps or 30 circuits. See above fee schedule and add additional fees needed.		
<b>The total of these expenses = the total cost of the permit.</b>			

Single-Family Residence or Building Remodel			
All Remodel Projects		Fee	Permit Cost
The total cost = required number of inspection trips multiplied by \$35 each, or			
The total cost of the circuits being used, whichever is greater, but not both. See the examples below.			
A	1 rough-in inspection trip + 1 final inspection trip using 8 (20 amp) circuits or less	\$70.00	
B	1 rough-in inspection trip + 1 final inspection trip using 9 (20 amp) circuits	\$72.00	

Multi-Family Dwelling with 3 or More Units			
Description of Work		Fee	Permit Cost
Each housing unit - up to 200 amps with a meter bank application and 20 circuits or less.		\$70.00	
House wiring and service is separate. Above fees apply.			

**Miscellaneous Fees:** Swimming pool fees are \$35 per trip, plus circuit cost. See fees on permit for: transformers, lighting retrofit, fire alarm, energy management and remote control, and signaling, street & signal lights.





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## MECHANICAL HVAC PERMIT APPLICATION

JOB ADDRESS: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor (if being used): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ MN Bond ID #: \_\_\_\_\_

**Commercial:**  
Yes  No

**New Building:**  
Yes  No

Description of Work: \_\_\_\_\_

Valuation of Work\* \$ \_\_\_\_\_

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

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. 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.

Fireplace permits are separate.

**TOTAL DUE FOR RESIDENTIAL HVAC (Furnace/AC change-out): \$81.00**

**TOTAL DUE FOR NEW CONSTRUCTION HVAC OR COMMERCIAL HVAC: BASED ON VALUATION, \$81  
MINIMUM, CALL FOR TOTAL**

**TOTAL DUE FOR MINOR WORK: \$16 or 5 percent of the cost of the work**  
(Minor work permit fees must be approved by the permitting office, so please call to see if you qualify.)

Print Applicant's Name: \_\_\_\_\_

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