



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

RESIDENTIAL PERMIT APPLICATION FOR AN ADDITION

JOB ADDRESS: _____

Owner's Name: _____ Phone: _____

Email: _____

General Contractor (if being used): _____ Phone: _____

E-mail: _____ Contractors Lic. #: _____

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

Description of addition: _____

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

Total Sq. Ft.: _____

PLEASE CIRCLE AREA(S) OF WORK: Basement Main Floor Upper Floor

Other: _____

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 BUILDER) _____ DATE _____

BUILDING INSPECTOR _____ DATE _____

INFORMATION NECESSARY WHEN APPLYING FOR A PERMIT FOR AN ADDITION

- The following documents must be complete and submitted at the time the plans are submitted.
 - List of Sub Contractors
 - A statement made by the owner in writing saying how many rooms are used as bedrooms in the home
 - Is the furnace capable of handling the new addition space? Complete the attached Energy Code Certificate. If so, than a written statement from the owner stating that the furnace will be reused.
- Two sets of detailed plans to scale that include the following:
 - Footing size and thickness.
 - Detailed wall construction.
 - Braced wall method used for the building. Location of braced wall panels, their height and length. Interior framing stud corners details for braced wall panels areas.
 - Detailed floor construction.
- Two copies of a survey from a Minnesota Registered Land Surveyor indicating the following:
 - Proposed addition location
 - If basement/walk-out addition: Proposed lowest floor elevation. If the subdivision has a lowest floor elevation, it can be used for the lowest floor. If not, a soil boring must be completed by a MPCA septic contractor or soil scientist stating the elevation of the mottled soils. The results of the boring elevation include the ground level and elevation of the mottled soil must be indicated on the survey.
 - Distances to all property lines from proposed addition
 - Distance to the septic tanks from proposed addition
 - Distance to the septic drainfield from proposed addition
 - Driveway location
 - Road and streets
 - Elevation of ponds, wetlands, rivers, easements and cache basins
 - Distance to the well from proposed addition
 - Elevation bench marks
 - Indicate the drainage away from the house, show elevations. Water shall not be directed over the septic drainfield or a neighboring property.
 - Separate soil testing, if constructed on fill soils.

CITY STREETS AND RIGHT OF WAY

- Keep all construction materials including lumber, concrete blocks, pallets, etc. off of the street and out of City right-of-ways at all times.
- City streets shall be left clean and free of debris at end of the day. If dirt or debris end up in the road than a Stop Work Order will be issued until the road is cleaned up.
- NO overnight parking on the City streets nor right-of-ways.
- Anything left on the City streets or in the City right-of-way will result in removal at the contractor's or owner's expense.

ADDITIONAL INFORMATION

SMOKE ALARMS: When alterations, repairs or additions to the interior of a house requires a permit, the dwelling shall be equipped with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired, if the room is already finished, the wires shall go through the attic, crawl space or basement. If the entire room is finished and there is no attic, crawl space, basement or other unfinished room to run wires to the smoke alarms, than battery operated smoke alarms would be permitted.

CARBON MONOXIDE ALARMS: All homes must have an approved and operational carbon monoxide alarm installed within ten (10) feet of each sleeping room.

SEPTIC SYSTEMS: Septic systems may need to be upgraded before a permit is issued. If you have any questions, please contact the Building Department. The septic system location must be physically fenced off to prevent trucks from driving over the site. Stakes and rope, flags surrounding it, etc. are acceptable.

PERMIT FEE IS BASED ON VALUATION: shall be determined by the building inspector during plan review.

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	Active (With fan and manometer or other system monitoring device)
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		Not required per mech. code	
Fuel Type							Passive	
Manufacturer							Powered	
Model							Interlocked with exhaust device. Describe:	
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:		Other, describe:	
Efficiency	AFUE or HSPF%				SEER /EER		Location of duct or system:	
Residential Load Calculation	Heating Loss	Heating Gain	Cooling Load					
					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:							