



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

PERMIT APPLICATION FOR NEW COMMERCIAL BUILDING

JOB ADDRESS: _____

(The address will be assigned during zoning review. Please put XXXX Street Name NE unless an address has already been assigned.)

Lot: _____ Block: _____ PIN: _____

Owner's Name: _____ Telephone: _____

Owner's Email: _____

General Contractor: _____ Telephone: _____

E-mail: _____ Contractors Lic. #: _____

Architect: _____ Telephone: _____

Reg. #: _____

Structural Engineer: _____ Telephone: _____

Reg. #: _____

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

Building Height: _____ Exterior Lighting: _____

Building Use: _____

Description of Work Being Done: _____

Valuation of Work: \$ _____

Continue on reverse side >>>

If building is being built in a city district that is connected to public sewer and water services, SAC and WAC connection fees are to be paid with this new construction permit. This is for connection only.

PLEASE SELECT DISTRICT	
<input type="checkbox"/> COMMERCIAL Attach SAC determination to this application <input type="checkbox"/> Sewer Trunk Charge applies	SEWER CONNECTION INSPECTION = \$80 WATER CONNECTION INSPECTION = \$80 SAC MET COUNCIL = (# OF SAC UNITS) _____ x \$3,185 = _____ SAC PHASE 1 = (# OF SAC UNITS) _____ x \$2,000 = _____ WAC PHASE 1 = (# OF SAC UNITS) _____ x \$3,600 = _____ WAC SALES TAX = (# OF SAC UNITS) _____ x \$256.50 = _____ SEWER TRUNK CHARGE (IF APPLICABLE) = \$11,500 <p style="text-align: right;">TOTAL = \$ _____</p>
<input type="checkbox"/> This building is not in a district with city sewer and water.	Septic design is to be submitted with application. A separate permit will be required.

<p>TOTAL AMOUNT DUE \$ _____</p> <p>Total amount due will be given after building review and will include SAC/WAC fee (if applicable). You can receive an estimate prior.</p> <p>HVAC, fireplace, plumbing, electrical, septic and water meter permits are all applied for separately by the subcontractors.</p>
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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.

Signature of contractor or authorized agent: _____ Date: _____

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

Building Approval: _____ Date: _____

Zoning Approval: _____ Date: _____

City Use Only: Is a lot survey as-built required at final inspection: Yes No



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.



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: _____ Lic. # _____ Phone: _____

*HVAC Contractor: _____ Lic. # _____ Phone: _____

Fireplace permits are separate from the HVAC permit.

*Fireplace Contractor: _____ Lic. # _____ Phone: _____

*Septic Contractor: _____ Lic. # _____ Phone: _____

*Electrical Contractor: _____ Lic. # _____ Phone: _____

*Swimming Pool Contractor: _____ Phone: _____

Excavating Contractor: _____ Phone: _____

Masonry Contractor: _____ Phone: _____

Insulation Contractor: _____ Phone: _____

Driveway Contractor: _____ Phone: _____

Only the primary driveway is permitted on the New Construction permit.

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.

New Construction Energy Code Compliance Certificate

Per N1101.8 Building Certificate. A building certificate shall be posted in a permanently visible location inside the building. The certificate shall be completed by the builder and shall list information and values of components listed in Table N1101.8.

Date Certificate Posted



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

THERMAL ENVELOPE										RADON 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 monometer or other system monitoring device)	
Below Entire Slab											
Foundation Wall											Type in location: interior exterior or integral
Perimeter of Slab on Grade											
Rim Joist (Foundation)											Type in location: interior exterior or integral
Rim Joist (1 st Floor+)											Type in location: interior exterior or integral
Wall											
Ceiling, flat											
Ceiling, vaulted											
Bay Windows or cantilevered areas											
Bonus room over garage											
Describe other insulated areas											Other Please Describe Here

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:
Structure's Calculated	Heat Loss:		X		Heat Gain:		Location of duct or system:
Efficiency	AFUE or HSPF%		X		SEER:		
					Calculated 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	
<input type="checkbox"/>	Heat Recover Ventilator (HRV) Capacity in cfms:	Low:		High:		Other, describe:	
<input type="checkbox"/>	Energy Recover Ventilator (ERV) Capacity in cfms:	Low:		High:		Location of duct or system:	
<input type="checkbox"/>	Continuous exhausting fan(s) rated capacity in cfms:						
	Location of fan(s), describe:					Cfm's	
	Capacity continuous ventilation rate in cfms:					" round duct OR	
	Total ventilation (intermittent + continuous) rate in cfms:					" metal duct	



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SHORELAND OVERLAY DISTRICT - IMPERVIOUS SURFACE CALCULATIONS

These calculations are **REQUIRED** per East Bethel Code of Ordinances
Appendix A - Zoning, Section 57 if your property is in the Shoreland Overlay District.

Impervious surface Definition per East Bethel Ordinance: The area of a lot (above the ordinary high water level) covered with buildings including all appurtenances, driveways and sidewalks, and similar impervious materials. For the purpose of this section, driveways that have a gravel base shall be considered impervious. Decks that allow drainage through the decking and that do not have a plastic weed barrier or some other material that would impede drainage into the ground and swimming pool water surface area shall not be considered impervious.

Job Address or PID: _____	
Impervious Surface Calculations completed by: (name) _____	
who is the following: <input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Other: _____	
Date these calculations were completed: _____	
<p style="text-align: center;"><u>PROPERTY OWNER:</u></p> <p>NAME: _____</p> <p>PHONE: _____</p> <p>EMAIL: _____</p>	<p style="text-align: center;"><u>APPLICANT/CONTRACTOR:</u></p> <p style="text-align: center;"><input type="checkbox"/> SAME AS PROPERTY OWNER</p> <p>NAME: _____</p> <p>PHONE: _____</p> <p>EMAIL: _____</p>

What lake(s) is applying the Shoreland Overlay (select all that apply):

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Anderson Lake | <input type="checkbox"/> Deer Lake | <input type="checkbox"/> Minard Lake |
| <input type="checkbox"/> Booster Pond Lake | <input type="checkbox"/> Devil Lake | <input type="checkbox"/> Mud Lake |
| <input type="checkbox"/> Cedar Creek Lake | <input type="checkbox"/> Fish Lake | <input type="checkbox"/> Ned's Lake |
| <input type="checkbox"/> Cooper's Lake | <input type="checkbox"/> Goose Lake | <input type="checkbox"/> Rice Lake |
| <input type="checkbox"/> Coon Lake | <input type="checkbox"/> Lone Pine Lake | |

Ordinary High Water (OHW) level: _____ elevation

Total square footage of lot **above** the Ordinary High Water level: _____ sq. ft.

Total square footage of **existing** impervious surfaces on lot: _____ sq. ft.

Total percentage of **existing** impervious surface: _____ %

Total square footage of **proposed** impervious surface: _____ sq. ft.

Total percentage of **proposed** impervious surface: _____ % (maximum 25%)

Signature of person completing calculations: _____ **Date:** _____

The site plan must include the Ordinary High Water level elevation with all measurements and calculations. If the calculations indicate that the impervious surface encroaches the maximum percentage, then a Certificate of Survey will be required with this information printed on the survey.

Zoning Setbacks

Zoning	Front Yard Setback on City Road	Side Yard Setback	Side Yard Setback on a City Road	Rear Yard Setback	Setback from County Road	2nd Driveway Allowed	Primary Structure Setbacks	Septic setbacks	Well setbacks	Wetland Setbacks
R1*	30 ft	10 ft	25 ft	10 ft	100 ft	No	10 ft	Bldg must be 20 ft from drainfield and 10 ft from tanks Septics can be 10ft from a property line	3 ft from any bldg overhang	See Wetland or Shoreland Ord.
R2*	30 ft	10 ft	25 ft	10 ft		No	10 ft			
RR*	40 ft	25 ft	40 ft	25 ft		With permit	25 ft			
Whispering Aspen	28 ft	10 ft	25 ft	10 ft	NA	No	10 ft			
Viking Preserve	25 ft	7 ft	25 ft	25 ft	50 ft	No	10 ft			25 ft

*Check to see if you are in the Shoreland Overlay District as the setbacks may be different.

Shoreland Overlay Please check with staff for your setbacks as they will be different than above. 25% Impervious Surface rule applies, meaning only 25% of the property's surface can have an impervious surface where water cannot drain through it. To find out your zoning or if you are in the Shoreland Overlay District: either use the GIS map on the city website or call 763-367-7844 between M-F 8am-4pm.

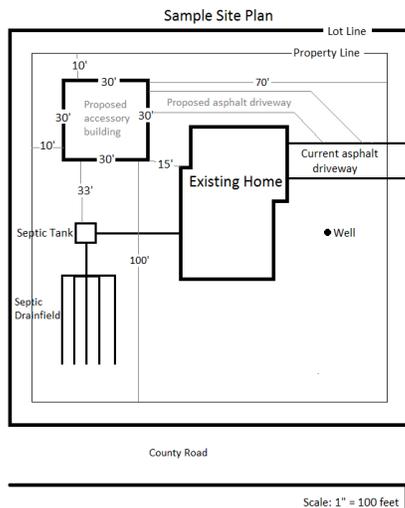
Wetland Setbacks

Water Body Type	Permanent Buffer Average Width	Minimum Building and septic system setback from delineated wetland edge
Wetlands adjacent to Significant Natural Environmental Areas (SNEA) or *highly susceptible wetlands	25 ft	50 ft
Cedar Creek or wetlands adjacent to	25 ft	Structures: 100 ft Septic systems: 75 ft
All other remaining wetlands including *slightly and moderately susceptible wetlands	15 ft	25 ft
Storm water ponds and *least susceptible wetlands	Top of slope	25 ft
Lakes	15 ft	Refer to Shoreland Overlay District ord.

*Wetland susceptibility as defined in city's water management plan

Shoreland Setbacks

Classes of Public Waters	Structures in Sewered Districts	Structures in Unsewered Districts	Sewage Treatment Systems
Lake – Natural Environment <i>Anderson Lake, Booster Pond, Cooper's Lake, Deer Lake, Devil Lake, Fish Lake, Goose Lake, Lone Pine Lake, Mud Lake, Ned's Lake, Rice Lake</i>	150 ft	150 ft	150 ft
Lake – Recreational Dvlp <i>Minard Lake</i>	75 ft	100 ft	75 ft
Lake – General Dvlp <i>Coon Lake</i>	50 ft	75 ft	50 ft
Creeks and Streams	100 ft	100 ft	75 ft



Required to be on site plan:

1. Septic system location and distances
2. Well location and distances
3. Property line location and distances
4. Wetland location and distances
5. Drainage Easements locations
6. Other structures locations and distances
7. Proposed structure location and size/measurements

Additional site plan material required for Shoreland Overlay District:

8. The Ordinary High Water (OHW) level must be provided
9. The Impervious Surface Calculations must be provided
10. A Certificate of Survey may be required



East Bethel Community Development

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SOIL EROSION POLICIES:

Silt Fence Requirements:

The required areas of silt fencing will be indicated on the Certificate of Survey that is returned to the general contractor with the New Home Permit packet.

Silt fencing must be maintained throughout construction and any sagging or tears must be repaired.

Silt fencing is required around

- dirt driveways
- disturbed earth (20 ft from a newly dug foundation)
- front lot lines
- Side and rear lot lines if there is a house or property owned by a different property owner
- between lower elevations on a lot such as drainage ditches
- culverts
- sidewalks



Soil taken out of the ground and placed on the lot (or adjacent lots) must be trucked off site.

Wetlands or wet areas:

Silt fencing is required 20 feet from wet areas.

Driveways:

Aggregate ½ inch to 3 inches in diameter must be placed between a dirt driveway and an improved road before construction begins. This area should be maintained until a bituminous surfaced driveway is installed. If dirt is brought onto the improved road than it must be cleaned off that same day.



The driveway must be bituminous if it connects to an improved road, but if that work will be completed after the Certificate of Occupancy (CO) is issued than escrow can be placed in order to gain a Temp CO. In order to issue Temp CO with driveway escrow than aggregate ½ inch to 3 inches in diameter is required around culverts and the driveway entry.



Storm Drains Located in Curbs / Culverts:

Silt fence should be placed over storm drains located in the curbs. If culverts are required additional erosion techniques are needed so the stones in the driveway do not wash over the culvert.

Silt fence vs. logs:

Traditional silt fencing is what is generally approved.

If you wish to use logs, than you must get prior approval from the Community Development Department first.

Sidewalks:

Silt fence is required between the lot line and all sidewalks. If the sidewalk around the property is damaged, the contractor is to take pictures and discuss this with the building inspector before work begins. Otherwise, the contractor will be required to repair the damaged sidewalk before a CO will be issued. If any dirt goes onto the sidewalk, it must be cleaned up that same day.





FACT SHEET: BACKFLOW DEVICES

2015 MINNESOTA PLUMBING CODE

Minnesota Department of Labor and Industry

REQUIREMENTS

Refer to the 2015 Minnesota Plumbing Code Parts 603.5.23 through 603.5.23.4 for details about the backflow prevention requirements discussed in this fact sheet.

Devices that need to be tested

The 2015 Minnesota Plumbing Code requires that all testable backflow devices be tested upon installation and at least annually thereafter by a certified backflow assembly tester. Testable devices include:

- Reduced pressure principal backflow preventers and reduced pressure principle fire protection backflow preventers,
- Double check backflow prevention assemblies and double check fire protection backflow prevention assemblies,
- Pressure vacuum breaker assembly devices,
- Reduced pressure detector fire protection backflow prevention assemblies,
- Double check detector fire protection backflow prevention assemblies, and
- Spill resistant vacuum breakers.

Installing the device

- A licensed plumber must perform the installation of a backflow prevention device.
- The public water supplier must be notified within 30 days following installation of the device on a community public water system.

- A plumbing permit must be obtained from the administrative authority prior to installation.

Testing and maintenance

- The backflow device must be tested upon initial installation and at least annually thereafter.
- Test results must be submitted to the administrative authority and to the community public water supplier within 30 days of testing.

Applicability

- Reduced pressure (RPZ) devices have had testing requirements for many years. New and existing RPZ installations must be tested annually.
- The testing requirements for testable non-RPZ devices became effective for installations made on or after Jan. 23, 2016.

Tester qualifications

Testing of backflow prevention devices requires certification to ASSE Standard 5110. Testing of reduced pressure principal devices (RPZs) requires an additional certification by the commissioner of the Minnesota Department of Labor and Industry.

RESPONSIBILITIES

Responsibility of the municipality

The municipality is responsible for notifying owners of backflow devices of the need for initial and annual testing of backflow devices. This can be done through the plumber when the plumbing permit is issued. It may be helpful for the municipality to prepare an information sheet to provide to the plumber at time of the plumbing permit application. As a condition of the permit, the plumber informs the device owner of the requirements.

Responsibility of the owner

The owner of the backflow prevention device is responsible for making sure the backflow device is tested upon installation and at least annually thereafter. The owner is responsible for arranging for a backflow device tester to test devices at least annually.

Responsibility of the plumbing contractor

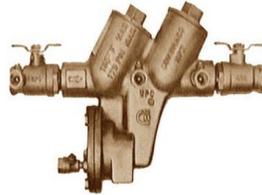
The plumbing contractor is responsible for informing the building owner of the need to have their backflow devices tested upon installation and at least annually thereafter.

Responsibility of the backflow tester

- The backflow device tester is responsible for testing the backflow device and tagging it with the testing date, tester signature and backflow certification number.
- Written records of testing and maintenance must be maintained and submitted to the administrative authority and the community public water supplier within 30 days following the test.



Backflow Prevention Device Inspection and Maintenance Report Form



Property Owner: _____ Phone # _____ Date of work: _____
Property address: _____ City: _____ Zip: _____
Installer or tester (please print name): _____ Phone # _____
Installer or tester license #. _____ Certificate #. _____
Business doing work: _____ Phone # _____
Business address: _____ City: _____ Zip: _____
Location (room) of device: _____ Servicing: _____
Please Check: RPZ _____, DCVA _____, PVB, _____ or Other _____
Permit #. _____ New device _____ Change device _____ or Maintenance _____
Size _____, Make _____, Model # _____, Serial # _____

DEVICE AFTER NEW INSTALLATION, REPAIRS OR MAINTENANCE:

Check Valve #1 closed tight _____ PSID leaked _____
Check Valve #2 closed tight _____ PSID leaked _____
Relief Valve open at _____ PSID did not open _____
Air Inlet open at _____ PSID did not open _____

PASS _____ **FAIL** _____

Repairs and Materials Used:

Remarks or Comments:

Please attach a copy of your Certification and License no. with this form.

Signature of tester: _____ Date: _____

**THE DAMA COMPANY
FIRE DEPARTMENT RAPID ENTRY KEY BOX
AUTHORIZATION AND ORDER FORM**

IMPORTANT: PLEASE READ THE FOLLOWING ORDERING INFORMATION

- 1) PLEASE NOTE, THE FIRE DEPARTMENT KEY BOX PROGRAM IS A MASTER KEY SYSTEM. ONLY FIRE DEPARTMENT OFFICIALS WILL HAVE ACCESS TO THE MASTER KEYS.
- 2) WHEN YOU ORDER YOUR KEY BOX, IT WILL BE SHIPPED TO YOU WITHOUT ANY KEYS. ONCE THE KEY BOX IS MOUNTED, YOU MUST CONTACT YOUR FIRE DEPARTMENT. THEY WILL PLACE YOUR BUILDING KEYS INTO THE KEY BOX AND THEN LOCK THE KEY BOX WITH THEIR MASTER KEY.
- 3) PLEASE INCLUDE MINNESOTA SALES TAX AND SHIPPING CHARGE.
- 4) FULL PAYMENT MUST ACCOMPANY YOUR ORDER. NOTE, THE DAMA COMPANY IS NOT SET UP TO ACCEPT CREDIT CARD ORDERS. MAKE CHECK OR MONEY ORDER PAYABLE TO THE DAMA COMPANY.
- 5) NOTE: THE DAMA COMPANY IS A MAIL ORDER COMPANY. PLEASE ORDER EARLY. TELEPHONE ORDERS WILL NOT BE ACCEPTED.
- 6) ALLOW 1-2 WEEKS FOR DELIVERY

<p>CUSTOMER INFORMATION</p> <p>SHIP TO: (DO NOT USE A P.O. BOX)</p> <p>COMPANY _____</p> <p>ADDRESS _____</p> <p>CITY/STATE/ZIP _____</p> <p>ATTENTION OF: _____</p> <hr style="border-top: 1px dashed black;"/> <p>ORDERED BY: _____ DATE _____</p> <p>COMPANY _____</p> <p>ADDRESS _____</p> <p>CITY/STATE/ZIP _____</p> <p>NAME & PH.# _____</p>	<p>FIRE DEPARTMENT INFORMATION</p> <p>DEPARTMENT NAME</p> <p style="text-align: center;">EAST BETHEL FIRE DEPARTMENT</p> <hr/> <p>AUTHORIZED FIRE DEPT. SIGNATURE</p> <hr/> <p>INSTALLATION ADDRESS (REQUIRED BY FIRE DEPT.) ATTACH LIST IF MORE ROOM IS NEEDED</p>
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**ORDER FORM
PAYMENT MUST BE SUBMITTED WITH THIS FORM**

ITEM	QTY	PRICE	TOTAL
S2- SURFACE MOUNT (NO MTG KIT OPTION AVAILABLE)	1	\$122.00	
S3- SURFACE MOUNT	1	\$145.00	
S3- SURFACE MOUNT W/TAMPER SWITCHES	1	\$182.00	
R3- RECESSED MOUNT	1	\$170.00	
R3- RECESSED MOUNT W/TAMPER SWITCH	1	\$196.00	
MOUNTING KIT (OPTIONAL FOR S3 & R3 MODELS ONLY)	1	\$69.00	

MAIL TO:

DAMA M.P. INC.
P.O. BOX 47824
PLYMOUTH, MN.
55447

PH: 763-559-3660

SHIPPING CHARGE

(1) UNIT = \$14.00

(2) OR MORE UNITS = \$20.00

➔

NOTE: IF THE PACKAGE WILL BE DELIVERED TO A RESIDENCE, ADD AN ADDITIONAL \$4.00 TO THE SHIPPING CHARGE.

SUB TOTAL	
SHIPPING AND PROCESSING CHG.	
SUB TOTAL WITH SHIPPING CHG.	
STATE SALES TAX =	7.125
TOTAL AMOUNT ENCLOSED	

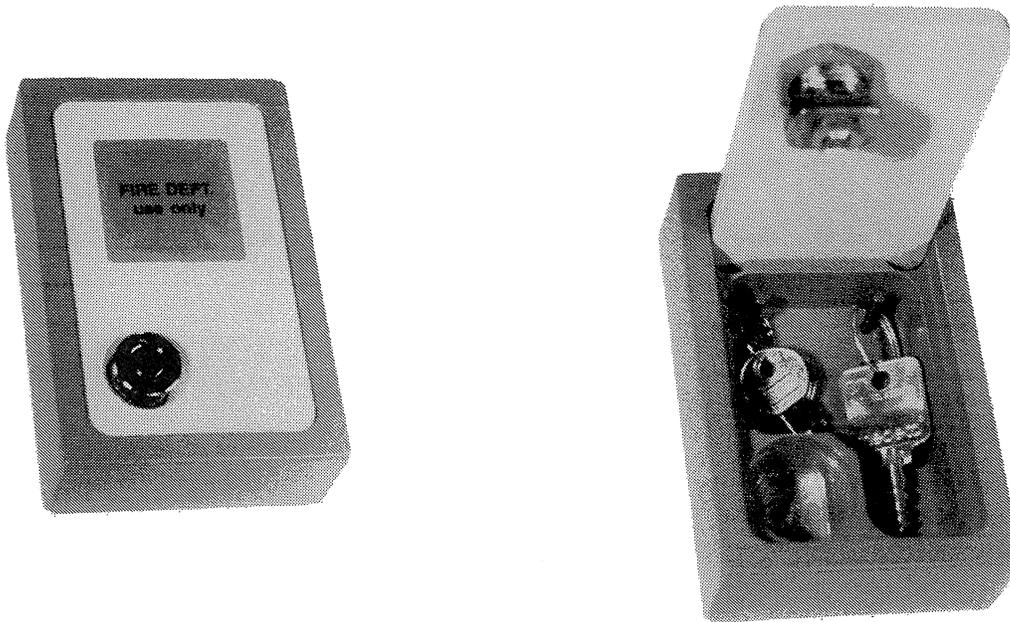
IF NECESSARY, MAKE A COPY OF THIS FORM FOR YOUR RECORDS

THE DAMA CO.

MODEL S-2 FIRE DEPARTMENT KEY LOCK BOX

THE MODEL S-2 IS AN ECONOMICAL HEAVY DUTY FIRE DEPARTMENT KEY LOCK BOX WHICH HAS AMPLE STORAGE ROOM FOR 6 KEYS.

IT IS IDEAL FOR INSTALLATION ON SMALLER BUILDINGS WHICH ARE REQUIRED BY THE FIRE DEPARTMENT TO SECURE 6 KEYS OR LESS.



NOTE: Because of the limited key storage capacity of the Model S-2, it may not be adequate for your property. Be sure to check with your local Fire Department before ordering. If the Fire Department requires you to secure more than 6 keys, order the Model S-3 or the Model R-3 key box.

DESIGN AND CONSTRUCTION FEATURES:

- * THE Model S-2 is precisely machined from a solid block of 6061-T6 aluminum. (No seams or welds to crack)
- * The key box walls are 7/16" thick.
- * The key box door is 5/16" thick aluminum plate, machined to a close tolerance fit and recessed to help prevent prying.
- * The door pivots on concealed, 1/8" diameter hinge pins.
- * The key box has (4) 1/4" diameter mounting holes.
- * The Model S-2 is attractive and corrosion resistant.
- * **SIZE:** 1 1/4" X 3" X 4 1/2"

IMPORTANT NOTE:

To provide maximum security when mounting the key box to the wall, the DAMA Co. recommends that you utilize all (4) of the mounting holes and secure the key box with long 1/4" bolts or 1/4" threaded rods which extend through the entire thickness of the wall.

MOUNTING SUGGESTIONS

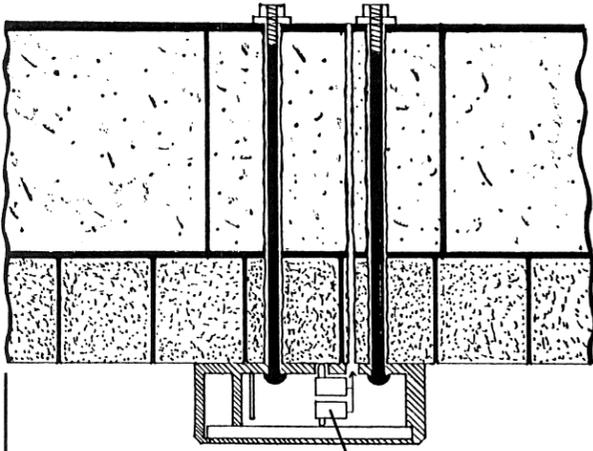
TYPICAL S3-SURFACE MOUNTING

THE DAMA KEY LOCK BOX HAS (5) 1/4" DIAMETER MOUNTING HOLES. TO PROVIDE MAXIMUM SECURITY WHEN MOUNTING THE BOX TO THE WALL, IT IS RECOMMENDED THAT YOU UTILIZE AS MANY OF THE MOUNTING HOLES AS POSSIBLE USING LONG BOLTS OR THREADED RODS WHICH EXTEND THROUGH THE ENTIRE THICKNESS OF THE WALL.

NOTE:

ALL TAMPERSwitches ARE UL LISTED AND RATED FOR 3 AMPS 250V AC

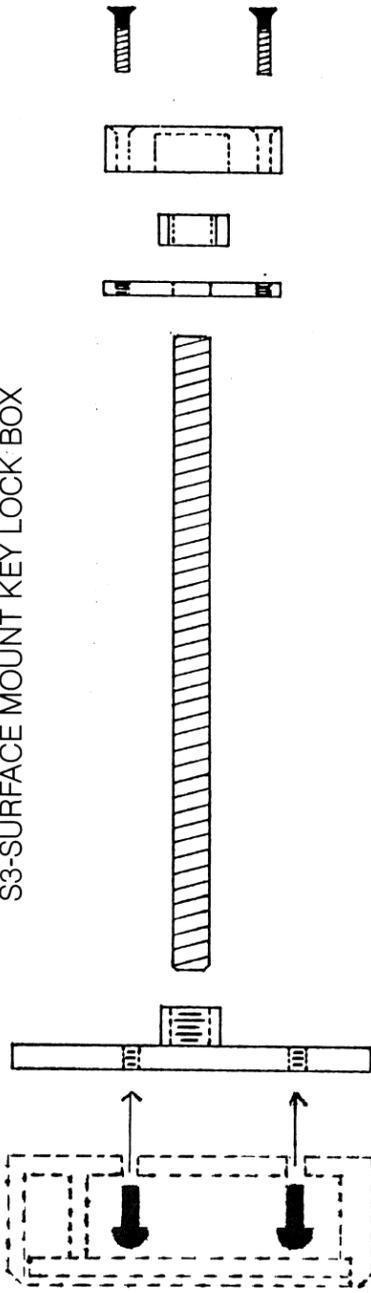
OPTIONAL:
DUAL TAMPERSwitches WHICH CONNECT TO BUILDING ALARM SYSTEM



THE DAMA

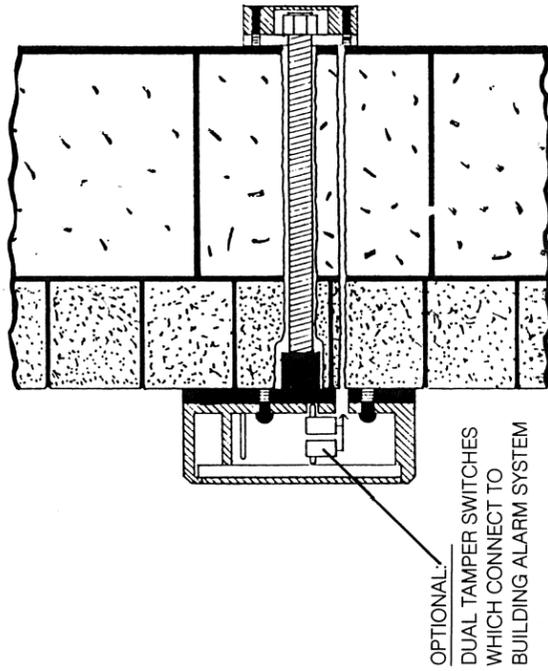
THROUGH THE WALL MOUNTING KIT

PROVIDES EASY INSTALLATION AND MAXIMUM HOLDING POWER FOR THE MOUNTING OF THE R3-RECESSED KEY LOCK BOX. CAN ALSO BE USED TO SECURE THE S3-SURFACE MOUNT KEY LOCK BOX



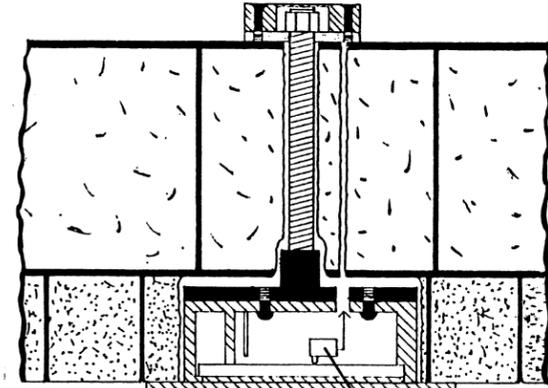
TYPICAL MOUNTING USING THE "THROUGH THE WALL MOUNTING KIT"

SURFACE MOUNT



OPTIONAL:
DUAL TAMPERSwitches WHICH CONNECT TO BUILDING ALARM SYSTEM

RECESSED MOUNT



NOTE:
The recessed box requires a 4 1/2" x 6" x 2 1/2" deep opening in wall.

OPTIONAL:
DOOR TAMPERSwitch WHICH CONNECTS TO BUILDING ALARM SYSTEM

THE DAMA CO.

FIRE DEPT. ENTRY KEY LOCK BOX

R3 — RECESSED MOUNT

AVAILABLE WITH OR WITHOUT TAMPERSwitch



- * PROVIDES HEAVY DUTY PROTECTION FOR YOUR VALUABLE KEYS
- * ALLOWS EASY AND RAPID FIRE DEPARTMENT EMERGENCY ACCESS
- * ELIMINATES UNNECESSARY DAMAGE TO PROPERTY



S3 — SURFACE MOUNT

AVAILABLE WITH OR WITHOUT TAMPERSwitches

THE FIRE DEPARTMENT KEY LOCK BOX SYSTEM

WHEN FIREFIGHTERS RESPOND TO ALARMS AT BUILDINGS WHICH ARE LOCKED AND UNATTENDED, QUICKLY GAINING ACCESS TO THE BUILDING AND THE FIRE AREA BECOMES A REAL PROBLEM. WHEN FACED WITH THIS TYPE OF SITUATION, FIREFIGHTERS DO NOT HAVE A CHOICE, THEY MUST BEGIN TIME-CONSUMING FORCIBLE ENTRY WHICH DELAYS ACTUAL FIREFIGHTING OPERATIONS.

THE USE OF THE FIRE DEPARTMENT ENTRY KEY LOCK BOX SYSTEM HAS PROVED TO BE A UNIQUE SOLUTION TO THIS PROBLEM. IT ALLOWS FIREFIGHTERS IMMEDIATE ACCESS TO THE BUILDING TO INVESTIGATE THE CAUSE OF THE ALARM AND PERMITS THEM TO QUICKLY INITIATE FIREFIGHTING OPERATIONS IF NEEDED.

THE FIRE DEPARTMENT KEY LOCK BOX IS SECURELY MOUNTED ON THE EXTERIOR OF THE BUILDING. LOCKED INSIDE ARE ALL OF THE KEYS NEEDED TO PROVIDE YOUR LOCAL FIRE DEPARTMENT WITH RAPID ACCESS TO ALL AREAS OF THE PROPERTY. EACH COMMUNITY HAS AN INDIVIDUAL KEY CODE AND ONLY YOUR LOCAL FIRE DEPARTMENT WILL HAVE THE MASTER KEY TO OPEN YOUR BOX.

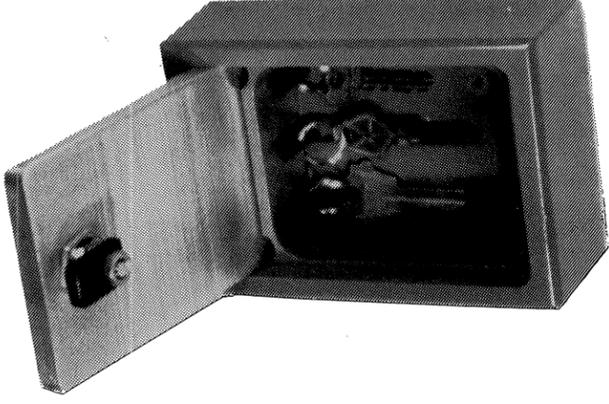
OTHER CONSIDERATIONS:

THE SOPHISTICATED FIRE DETECTION SYSTEMS IN USE TODAY ARE VERY SENSITIVE AND ARE OFTEN SUBJECT TO ACCIDENTAL ACTIVATION BY: DUST IN THE AIR, HIGH HUMIDITY, RAPID CHANGES IN WATER MAIN PRESSURE, AND SURGES IN ELECTRICAL POWER.

WHEN AN ALARM SYSTEM IS ACTIVATED, FIREFIGHTERS CANNOT TAKE THE CHANCE THAT IT IS ONLY A FALSE ALARM. THEY MUST ASSUME AN EMERGENCY EXISTS AND FORCE ENTRY INTO THE BUILDING IF IT IS LOCKED. THE DAMAGE CREATED BY FIRE DEPARTMENT FORCIBLE ENTRY OPERATIONS CAN BE EXTREMELY COSTLY AND VERY INCONVENIENT FOR THE PROPERTY OWNER.

THE USE OF THE FIRE DEPARTMENT KEY LOCK BOX SYSTEM WILL HELP ELIMINATE UNNECESSARY AND EXPENSIVE PROPERTY DAMAGE TO DOORS, LOCKS, AND WINDOWS WHEN THE FIRE PROTECTION SYSTEM HAS BEEN ACCIDENTALLY ACTIVATED. ITS USE PERMITS FIREFIGHTERS TO QUICKLY ENTER THE BUILDING, INVESTIGATE THE CAUSE OF THE ALARM, RESET THE SYSTEM AND RESECURE THE BUILDING WITHOUT ANY PROPERTY DAMAGE.

THE DAMA COMPANY FIRE DEPARTMENT KEY LOCK BOX WAS DESIGNED SPECIFICALLY FOR FIRE DEPARTMENT USE. IT IS STRONG, PRECISELY MACHINED, AND PROVIDES A HIGH LEVEL OF SECURITY FOR VALUABLE ENTRY AND MASTER KEYS.



4 1/8" x 5 7/8" x 2"

S3 - SURFACE MOUNT



4 1/8" x 5 7/8" x 2"

FRONT FLANGE 6" x 8" x 3/16"

R3 - RECESSED MOUNT

DESIGN AND CONSTRUCTION FEATURES:

- * The DAMA KEY LOCK BOX is a precisely machined, heavy duty aluminum casting with 1/2" thick walls.
- * The door is 3/8" thick solid aluminum plate, machined to a close tolerance fit and recessed to help prevent prying.
- * The flange of the recessed mount key box is 3/16" thick aluminum plate.
- * Has concealed 3/16" diameter stainless steel hinge pins.
- * Has (5) mounting holes for greater security.
- * Is attractive and corrosion resistant.
- * Will accept the Gem, Ace, or Medeco lockset.
- * Can be provided with an optional two way tamper switch which will activate the building alarm system if the door is opened or an attempt is made to pry the box from its mounting.
- * Each box is pre-machined for the optional tamper switch assembly.
- * A heavy duty "Through The Wall Mounting Kit" is available for securing the recessed mount key box or the surface mount key box.

FOR MORE INFORMATION, CONTACT:

THE DAMA CO.
P.O. BOX 47824
PLYMOUTH, MINN. 55447

PHONE: 763-559-3660



For lots on City sewer and water only

2241 221st Avenue NE
East Bethel, Minnesota 55011
(763) 367-7844 • Fax (763) 434-9578
www.ci.east-bethel.mn.us

APPLICATION FOR WATER METERS

JOB ADDRESS: _____

Owner's Name: _____ Phone: _____

General Contractor: _____ Phone: _____

Plumbing Contractor: _____ Phone: _____

E-mail: _____ Plumber's Lic. #: _____

Water Meter Size: 5/8" 3/4" 1" Other _____

NOTE: WATER METERS MAY NEED TO BE ORDERED, PLEASE ALLOW TIME FOR DELIVERY. YOU MUST REQUEST THAT THE COUPLINGS ALSO BE ORDERED, OTHERWISE THEY ARE NOT INCLUDED.
Billing will begin 30 days following pick up/payment of the meter.

No. of Plumbing Fixtures _____

Estimated Value _____

(Labor & Materials)

Will you need couplings: Yes No

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 90 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 90 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. 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. PLUMBING PLANS FOR COMMERCIAL BUILDINGS MUST BE APPROVED BY THE STATE OF MINNESOTA AND BY THE BUILDING OFFICIAL BEFORE A PERMIT WILL BE ISSUED.

Print Applicant Name: _____

Contractor Signature: _____

Date: _____

CITY USE ONLY

Permit Fee	\$ 40
Water Meter Cost (See meter cost page)	\$ _____
Service Fee (\$10 for 5/8" and 3/4") or (\$25 for other size)	\$ _____
Other (Couplings must be requested, \$26 for two couplings)	\$ _____
State Surcharge	\$ 1
TOTAL	\$ _____

WATER METER SERIAL NUMBER AND TRACKING NUMBER: _____



CITY OF EAST BETHEL APPLICATION FOR WATER UTILITY SERVICE

For lots on City sewer and water only

Return to: City of East Bethel, 2241 221ST Avenue NE, East
Bethel, MN 55011 Attn: Utility Billing
Fax: 763-434-9578 Phone: 763-367-7840

Property Information

Address					
Address 2					
Development					
Lot #		Block #		Closing Date	
PIN Number				Occupancy Date	

Property Type
 Commercial
 Residential
 Inside Meter Reading

Owner Information

Meter Numbers (New Constr.)

Name					
Address					
City/State/Zip					
Phone		Cell Phone		Email	

Occupant Information (if different)
 OR
Billing Information (if different)

Name					
Address					
City/State/Zip					
Phone		Cell Phone		Email	

Notes/Other					
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Commercial Properties, please complete the following fields

Office Telephone		A/P Contact	
Hours		A/P Phone	

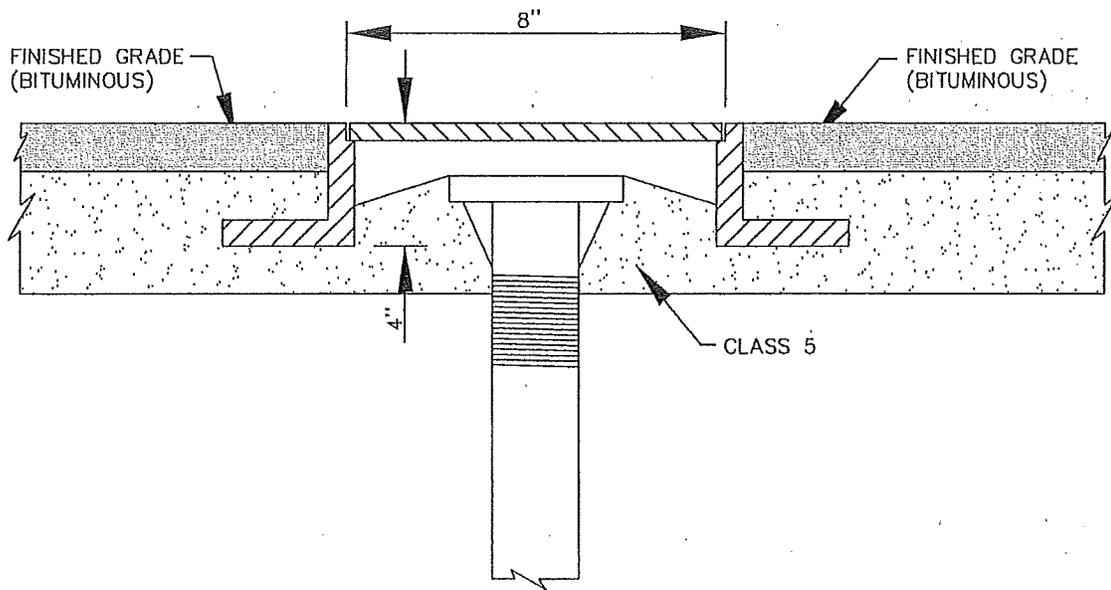
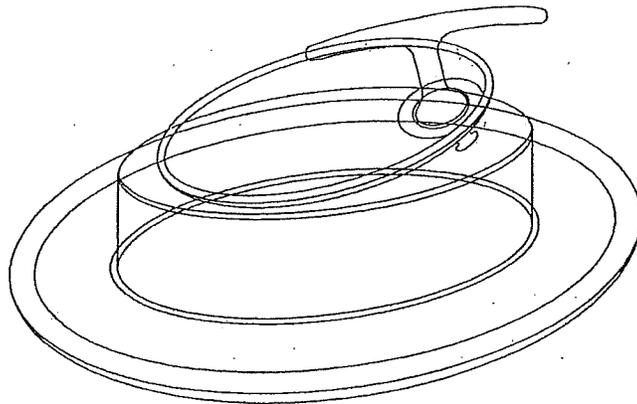
Tax Exempt?
 No
 Yes

***NOTE** - Commercial customers will be deemed 100% taxable unless MN Dept of Revenue form ST3 is submitted.

I, THE UNDERSIGNED, HEREBY APPLY FOR UTILITY SERVICES FROM THE CITY OF EAST BETHEL, AND AGREE TO PAY FOR ALL UTILITIES CONSUMED ON THIS PROPERTY WHETHER I BE OWNER, TENANT OR OTHER PERSON. IF AMOUNTS NINETY (90) DAYS PAST DUE ARE NOT PAID BY OCTOBER 1ST OF ANY YEAR, THEY WILL BE CERTIFIED TO THE COUNTY AUDITOR FOR COLLECTION WITH PROPERTY TAXES THE FOLLOWING YEAR. ADDITIONAL CERTIFICATION CHARGES WILL BE ASSESSED FOR THIS PROCESS.

Signature _____ Date _____

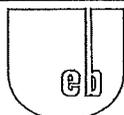
Print Name: _____



**CURB STOP COVER FOR
DRIVEWAY INSTALLATION**

NO. SCALE

APPROVED 3-02-05
REVISED



**CITY OF
EAST BETHEL**

**STANDARD PLATE No.
207**



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

CONSTRUCTION AS-BUILT SURVEY

As-builts are required for all new commercial construction and all new residential construction in subdivisions - no matter the size of the lot.

If it is an urban lot, elevations are required around the entire lot (any part that was graded).

For rural lots, elevations are required for the area that was graded. The grading cannot affect the drainage.

AS-BUILT SURVEY REQUIREMENTS

1. There needs to be enough shots taken around areas to compare with the city approved survey.
2. It needs to be clear to the reader which spot elevations are the “as-built” elevations.
3. Show the proposed contours and elevations on the as-built.
4. Show drainage arrows on the as-built.
5. Show critical landscaping features such as retaining walls, patios, driveways, basement floor, garage floor, etc. (hardscapes).
6. Label Drainage and Utility Easements and Vehicle Access Easements.
7. If there is a wetland or lake on the lot, show the boundary and setbacks.
8. For emergency overflows, show the proposed overflow elevation and actual existing overflow elevation; make it clear to the reader what the actual one is.
9. The more detail, the better.

AS-BUILT SURVEY/GRADING INSPECTION

1. Have your surveyor inspect and check the final grade per the Grading/Development plan.
2. Have your surveyor certify and As-built survey, sign the “Certification of Grading and Placement of Corner Irons” form on the reverse side of this sheet and keep with the building permit on the job site for the building inspector.
3. Set up a grading inspection with the Building Department.
 - a. Call 763-367-7844 to set up an inspection.
 - b. The City Engineer must inspect and approve prior to the issuance of a Certificate of Occupancy on all commercial projects.

CITY OF EAST BETHEL GRADING INSPECTION CHECKLIST

	Yes	No	NA
<p>Do as-built lot elevations conform with the approved Grading/Development Plan within a tolerance of one-tenth of the proposed elevations and/or contours and are enough shots taken, especially around critical areas such as easements and 100-yr flood contours and areas with limited drainage to convince the inspector that it's graded accordingly?</p> <p>Comments:</p>			
<p>Are grading hubs (blue tops) set at finished grade for proposed elevation(s) per the Grading/Development Plan for areas with less than 2% slope?</p> <p>Comments:</p>			
<p>Does the as-built survey contain the following information: -arrows to indicate storm water direction?</p> <p>Comments:</p>			
<p>Does the as-built survey contain the following information: -existing and proposed contour lines and adequate elevations to verify conformity?</p> <p>Comments:</p>			
<p>Does the as-built survey contain the following information: -the location of drainage and utility easements, vehicle access easements, swales, stormwater ponds, wetlands, lakes and streams (where applicable)?</p> <p>Comments:</p>			
<p>Is the lot graded such that no slope is greater than 4:1? If no, are retaining walls in place? Note: If retaining walls are in place make sure they are not located in the drainage and utility easements.</p> <p>Comments:</p>			
<p>Does the lot drain away from the house?</p> <p>Comments:</p>			
<p>Is the lot free of isolated low areas which may pond during a rain storm?</p> <p>Comments:</p>			
<p>Is the lot graded to accommodate a 6" separations between final sod level and the bottom of the siding?</p> <p>Comments:</p>			
<p>Where there are fire hydrants, is the lot graded such that the bottom flange of the hydrant and all attached nuts are at least 1" above final sod level?</p> <p>Comments:</p>			
<p>Is the required silt fence and other necessary devices in place to control erosion near wetlands, ponds, streams, lakes, or un-vegetated slopes.</p> <p>Comments:</p>			

	Yes	No	NA
<p>Is the graded property in such a condition that immediate top soiling and sodding is possible (i.e. free of rubbish, stumps and finely graded)?</p> <p>Comments:</p>			
<p>Is the curb and gutter free from sand, soil and debris?</p> <p>Comments:</p>			
<p>Are the sewer and water curb stops at ground level?</p> <p>Comments:</p>			
<p>Does the lot pass the Engineer's Grading Inspection?</p> <p>Comments:</p>			



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

CERTIFICATION OF GRADING AND PLACEMENT OF CORNER IRONS

THIS DOCUMENT MUST BE SUBMITTED TO THE CITY BUILDING DEPARTMENT AND APPROVED BY THE CITY ENGINEER PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

Date: _____

Address: _____

Lot: _____ Block: _____

Subdivision Name: _____

Long legal description

I hereby certify, the on the _____ day of _____, 202____, I conducted an on-site inspection at the above referenced location. I further verify, that the as-built grades and elevations of the site and building are in accordance with the Development/Grading Plan or amendments approved by the City Engineer *and are within one-tenth of the proposed elevations and/or contours for this lot.* In addition, all corner irons are in place as of this date.

Signature of Registered Land Surveyor: _____

Printed/Typed Names of Registered Land Surveyor: _____

Minnesota Registration Number: _____

**NOTE: ATTACH A COPY OF THE CERTIFICATE OF SURVEY
SHOWING ALL APPROVED ELEVATIONS AND AS-BUILTS.**

For City Use Only:

- Approved
- Denied

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Remarks: _____

