



2241 221st 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

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

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

Type of work: Shed Garage Pole Building Other: _____

Total Sq. Ft.: * _____ Sidewall Height: ** _____ Bldg. Height: _____

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

***If the sidewall will be taller than 12 ft, then a structural engineer's approval is required.*

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 attached: YES NO: _____

Will there be two architectural features on front façade? YES NO: _____

Will color of siding match or coordinate with the primary structure? YES NO: _____

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 AUTHORIZED WORK OR CONSTRUCTION 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 Approval: _____ Date: _____

Zoning Approval: _____ Date: _____

WHEN SUBMITTING YOUR PERMIT APPLICATION:

1. Be sure permit application completed and signed.
 2. Include **TWO** sets of detailed building plans or blueprints. Pole buildings over 2,000 square feet require engineered signed plans.
 3. Copy of the contractor's license (unless homeowner will be doing the project).
 4. Attach **TWO** copies of the residential survey or site plan that indicates all of 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 new survey will be required.
 5. The building location must be staked for the site inspection/footing inspection.
 6. Any additional driveways connecting to a city, county, or state road will require a separate permit. Driveway permits must be approved and issued before applying for the accessory building permit. Contact the appropriate authority for the proper permit.
 - State Road: The State of Minnesota
 - County Road: Anoka County
 - City Road: City of East Bethel – Zoning Department
 7. Structures cannot be located in drainage and utility easements.
 8. Detached Accessory structures must comply with the following:
 - a. An incorporated, finished design and color scheme that is coordinated and compatible with the principal structure.
 - b. Completed eaves and corner trim elements.
 - c. A minimum of two different architectural features* on each of the following:
 - The front façade.
 - Along any sidewall greater than 10 feet in height.
 - Any sidewall directly adjacent to and visible from a public right-of-way.
- *Architectural features may include items such as windows, entry doors, or material/color variations*
9. The septic system location must be fenced off before a permit will be issued.
 10. If other accessory buildings are on the property, give total square feet of all existing accessory buildings.

PERMIT COST IS BASED ON VALUATION: VALUATION WILL BE DETERMINED BY THE BUILDING OFFICIAL PER 1997 UBC TABLE 1-A DURING PLAN REVIEW. YOU WILL BE CONTACTED WITH THE TOTAL ONCE PROJECT HAS BEEN APPROVED.

SEPTIC SYSTEMS: Septic systems may require an upgrade before a permit is issued. If you have any questions, please contact the Building Department.



Detached Accessory Structure Acknowledgment

I acknowledge that City Code, Appendix A, Section 10–32 prohibits the use of residential accessory structures for commercial or industrial activities unless otherwise permitted.

Property Owner's Initials: _____

I acknowledge that all activities occurring in this structure will be of a residential nature, and I am not constructing this accessory structure solely for the operation of a home occupation as prohibited in City Code, Appendix A, Sections 10–19 A.1.j and 10–19 B.1.j.

Property Owner's Initials: _____

I acknowledge that City Code, Appendix A, Section 14–2 prohibits human habitation, and this structure will not be used for human habitation.

Property Owner's Initials: _____

I acknowledge that motor vehicle repair is not a permitted use for residential districts as governed by City Code, Appendix A, Section 1–6 B.1, and any motor vehicle repairs occurring on my property will be repairs to my personal vehicles.

Property Owner's Initials: _____

I acknowledge that properties in the R1, R2, and CL districts are allowed one access point from a public street as governed by City Code, Appendix A, Section 10–15.

Property Owner's Initials: _____

I acknowledge that the design and color scheme of the accessory structure must be coordinated and compatible with the design and color scheme of the principal structure as governed by City Code, Appendix A, Section 14–3 A.

Property Owner's Initials: _____

Property Owner's Signature: _____

Property Owner's Name: _____

Property Address: _____

Date: _____