



2241 221<sup>st</sup> 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: \_\_\_\_\_

Number of bedrooms being added: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_

Zoning: \_\_\_\_\_ Acres: \_\_\_\_\_ Shoreland Overlay District:  Yes  No

**SELECT AREA(S) OF WORK:**  Basement  Main Floor  Upper Floor  
 Garage  Other:

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

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

**TOTAL \$** \_\_\_\_\_

*Total cost of permit will be available after building review. An estimate can be provided.*

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.

SIGNATURE OF CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER (IF OWNER BUILDER) \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

ZONING APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

**City Use Only:** Is a construction as-built required at final inspection:  Yes  No



## ADDITION CHECKLIST

- Copy of general contractor's license
- List of sub-contractors
- Evidence of variance approval (if applicable)
- Demolition Permit obtained (if applicable)
- If constructing on fill soils, than separate soil testing is required
- Complete the Energy Code Worksheet.
- Septic improvements may be required for the addition of any bedrooms to ensure compliance with the Minnesota Septic Code.
- Two sets of detailed plans. The plans shall include the following:
  - All plans shall be to scale
  - Footing size and depth.
  - Size and spacing of bolts
  - Length and width of addition
  - Size and type of floor joist(s) and spacing
  - Stair location:
    - Size of stringers
    - Number of stringers
  - Type of mechanical fasteners connecting:
    - Footing and post
  - Wall Bracing Details-Cross Section
    - Type of sheathing and its cross section width.
    - Size and type of mechanical fasteners and their spacing
- All rooms labeled for intended use.
- Beam size and nailing pattern
- Size of posts(s) and spacing
- Design and height of guardrail
- Stair width
- Location of light for stairs
- Post and beam
- Size of studs used and their spacing.
- Width of sheathing on each side of a garage, window or door opening.
- Fill out the Shoreland Overlay District – Impervious Surface calculations if the property is in the Shoreland Overlay District.
- Two copies of a site plan or two copies of a survey from a Minnesota registered land surveyor indication the following:
  - Proposed addition location
  - All existing structures and their dimensions
  - Distances to all property lines
  - Location of septic drainfield and the alternative septic site
  - Location of septic plumbing leaving the house
  - Well location
  - Mottled soil elevation
  - Elevations of the new addition including
    - Lowest floor
  - Top of block
  - Garage floor
  - Elevation of the adjacent ground near addition.
  - Indicate water flow from the addition.
  - Driveway location
  - Easements
  - Roads and streets
  - Floodplain locations
  - Ponds, wetlands, rivers, and cache basins

### HVAC

- Draw all return air locations.
- Illustrate all heat locations.
- A separate HVAC (Heating) permit is required.

### PLUMBING

- Describe the work being completed in the basement.
- A separate plumbing permit is required.

The construction on this site will follow normal industry and City accepted construction methods. Specific items of concern will be addressed separately during the building and zoning review process.

Job site address: \_\_\_\_\_

Signature of contractor or authorized agent: \_\_\_\_\_ Date: \_\_\_\_\_

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



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### Sub-Contractor List

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

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**The following contractors will be covered under the new construction building permit.**

Excavating Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Masonry Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Insulation Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Driveway Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Roofing Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Siding/Stucco Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

**The contractors below are required to apply for a separate permit.**

Plumbing Contractor \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

HVAC Contractor \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

*\*\*HVAC permits do not cover fireplaces. A separate permit is required.*

Fireplace Contractor \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

Septic Contractor \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

Electrical Contractor \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

Swimming Pool Contractor \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

Sewer/Water Contractor \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

Fire Sprinkler Contractor \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

# 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
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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 <sup>st</sup> 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

<b>Windows &amp; Doors</b>	<b>Heating or Cooling Ducts Outside Conditioned Spaces</b>
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>	
<b>Appliances</b>	Heating System		Domestic Water Heater		Cooling System		Not required per mech. code
<b>Fuel Type</b>							Passive
<b>Manufacturer</b>							Powered
<b>Model</b>							Interlocked with exhaust device. Describe:
<b>Rating or Size</b>	Input in BTUS:		Capacity in Gallons:		Output in Tons:		Other, describe:
<b>Structure's Calculated</b>	Heat Loss:		<del>XXXXXXXXXX</del>		Heat Gain:		Location of duct or system:
<b>Efficiency</b>	AFUE or HSPF%		<del>XXXXXXXXXX</del>		SEER:		
			<del>XXXXXXXXXX</del>		Calculated cooling load:		Cfm's
			<del>XXXXXXXXXX</del>				" round duct OR
			<del>XXXXXXXXXX</del>				" 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	
<b>Select Type</b>						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;"><b><u>PROPERTY OWNER:</u></b></p> <p>NAME: _____</p> <p>PHONE: _____</p> <p>EMAIL: _____</p>	<p style="text-align: center;"><b><u>APPLICANT/CONTRACTOR:</u></b></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.*



## 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.

