

# CITY OF PLAINVIEW

241 WEST BROADWAY  
PLAINVIEW, MN 55964

507-534-2229  
FAX: 507-534-0163  
WEB SITE: www.plainviewmn.com

PERMIT NO. \_\_\_\_\_



*The Heart of Greenwood Prairie*

## CITY OF PLAINVIEW

### BUILDING AND ZONING APPLICATION

**Applicant Information (NOTE: The applicant must sign the application)**

NAME: \_\_\_\_\_ MAIN PHONE NO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ OTHER PHONE NO: \_\_\_\_\_

CONSTRUCTION SITE ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: Addition: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Parcel Tax ID Number if known: \_\_\_\_\_

**BUILDER/CONTRACTOR INFORMATION:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Builder/Contractor License Number (or "Self") \_\_\_\_\_  
Plumbing Contractor: \_\_\_\_\_ Plumbing Contractor License Number: \_\_\_\_\_

**TYPE of WORK (Check all that Apply) \*Note: The City has adopted the MN State Building Code rules and regulations governing construction.**

**PROJECT:**

- A. New Building-Residential or Commercial
- B. Building Expansion/Addition
- C. Deck and/or Porch
- D. Building Remodeling
- E. Reroofing / Residing
- F. Water Heater
- G. Windows (Inserts ONLY do NOT require permit)
- H. Fence
- I. Concrete/ Patio, Driveway, Sidewalk etc.
- J. Other

**REQUIRED INFORMATION:**

- 2 Sets of Blueprints/Plans, Site Map, Heat Calcs, Stormwater Plan
- 2 Sets of Blueprints/Plans, Site Map, Heat Calcs
- 2 Sets of Blueprints/Plans, Site Map
- 2 Sets of Blueprints/Plans
- N/A
- N/A
- Site Map (How many, where on the building etc)
- Site Map
- Site Map, Construction Schematics for public sidewalks

**ADDITIONAL PROJECT INFORMATION:** Estimated Value of the project: \$ \_\_\_\_\_

Square Footage \_\_\_\_\_ Structure Dimensions (length and width) \_\_\_\_\_

Structure Height (from grade to highest point) \_\_\_\_\_

## **Specific Information Only for New Housing or Commercial/Industrial Construction**

**Elevations** You must confirm elevations prior to construction.

**Occupancy** At no time may anyone occupy a dwelling until a "Certificate of Occupancy" is issued. In newly constructed subdivisions, a certificate will not be issued until all the public infrastructure is adopted by the City and the City's building official. The City's building inspector must perform a successful final inspection before a C.O. will be issued; all finals that fail a final inspection and are recalled may be assessed an additional fee based upon costs of staff time from CMS and the City. All homes shall have 4 inch reflective street address numbers on the house.

**Setbacks and Easements** Comply with building setback requirements shown on permit plot plan. Any change in the construction plans or buildings plans needs the prior approval of the City. All easements must be kept clear of structures, vegetation, and other obstructions (including fences, egress windows, and air conditioning units). Property owners/builders are to be aware of and responsible for their easements.

**Storm Water and Erosion Control Plans-Silt Fences.** The City requires storm water and erosion control measures for land disturbing activities, such as the construction of a new home. **Silt fences are required around the construction site until exposed soils and soils stockpiles are stabilized.**

**Locates.** Call Gopher State One Call for located prior to excavating. You must start digging within 96 hours after the legal start of the locate (excluding legal holidays and weekends). After 96 hour period, a new locate is required.

**Building Requirements.** Comply with building official's permit requirements.

**Water, Sewer, and Subdrain.** Water, sewer, and subdrain should be installed prior to digging the basement (when applicable). The sewer line must be capped off to ensure no stormwater enters into the sanitary sewer system. A riser is required at the end of the sanitary sewer connection. **Call Public Works Office (534-3701) for inspection prior to digging in water, sewer, and subdrain. All new homes must be connected to the sub-drain system, unless given a special exemption by the Public Works Department.** When connecting on to water, the curb stop is to be pulled all the way up. Please note that all townhomes and twin homes are required to have separate water and sewer service lines for each individual unit.

**Water Meters** All homes must be metered by Public Works Department before water is drawn from the City's water system. **The water meter must be accessible.**

**Elevation** Confirm sewer elevations prior to beginning construction.

**Sidewalks** Homes in Harvest Ridge and LeVan Acres (except blocks 4, 5, and 6) and required to have sidewalks built within one year of the home being built. It is the property owners and/or builders responsibility to ensure the sidewalks are built to City specifications within one year.

**Street Cleanup** Owner/Builder must keep street clean of mud or debris on a daily basis.

**Heavy Vehicles and Equipment** Heavy vehicles and other construction related vehicles/equipment are to stay on designated truck routes whenever feasible.

**Project Guidelines:**

- When the application is approved by the city, applicants need to pay for and pick up the permit **BEFORE** starting work.
- Anyone planning on digging must contact **Gopher One (1-800-252-1166)** prior to digging.
- All site plans and setback must be followed.
- All projects must comply with additional city and CMS information.
- New housing and commercial construction must comply with erosion control established in storm water plan.
- If the **homeowner** is the **applicant**, he/she **must sign the building permit waiver**.

**General Application Information for all Building Permits. Please read carefully**

This permit shall expire if work authorized by the permit is not commenced within **180** days of the final approval of this permit. A limited extension from the city is possible if a legitimate hardship can be demonstrated. This building permit and the subsequent building inspections are not to be construed or relied upon as any type of warranty, guarantee, or representation on the part of the city that the plans or finished product are in conformance with the provisions of the Minnesota State Building Code or other applicable construction standards. Furthermore, the city assumes no responsibility or liability for damages of any nature allegedly arising out of this permit.

The City of Plainview makes every attempt to review all the application within 10 business days. However, the delay may be longer during the summer months due to increased building permit traffic. **If at any time, the nature, location, or scope of the proposed construction changes, it is incumbent upon the applicant to contact city hall for additional authorization.** If the nature of the construction is changed or increases beyond what is initially authorized by the City of Plainview, civil and criminal penalties apply. These penalties may include; rejection of building permit, issuance of a stop work order, levying of an additional fee, and removal of structure. Please note that all incomplete or inaccurate applications will be denied or returned to the applicants for further information. The permit must be approved and **paid prior to excavation or construction.**

**Refund Policy:** Upon request of cancellation of building permits, refunds will be based on expenses for the office time, inspections, and zoning fees that were completed prior to the cancellation notice.

**Subdrain inspections will be done by WHKS Engineering.**

If there is **any** excavation, you must contact **Gopher One** two full working days in advance (1-800-252-1166)

*I acknowledge and affirm that, in such case that this permit is granted, that works which shall be done and all the materials which shall be used shall comply with the plans and specifications herewith submitted with all the ordinances of the city. I also agree to reimburse the city for the plan check and administration costs if I choose not to proceed with this project after approval.*

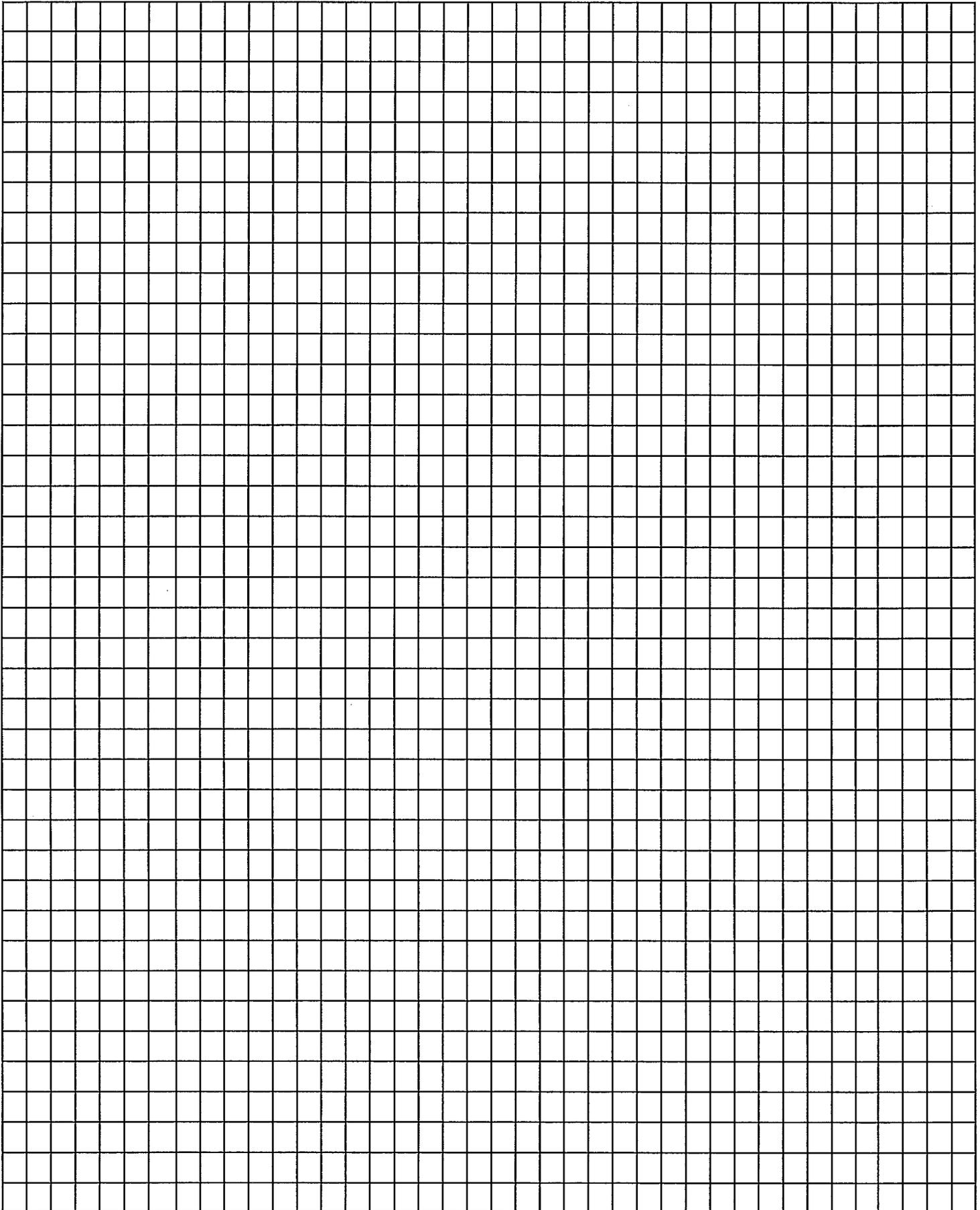
**Applicant Signature and Date**

Zoning District _____	Front Minimum Setback _____	Any Side Minimum Setback _____
Subdrain Connection Needed: _____	Rear Minimum Setback _____	Sum of Sides Minimum Setback _____

Permit Fee _____	Date Application Received by Office: _____
Plan Check Fee _____	<i>Public Works and Administration Review required on all applications. Fire review is required on all commercial, industrial, and institutional projects.</i>
State Surcharge _____	
Water Deposit (if applicable) _____	Public Works Review and Date: _____
Sewer Deposit (if applicable) _____	Fire Chief Review and Date: _____
Water Connection (if applicable) _____	City Hall Review and Date: _____
Sewer Connection (if applicable) _____	<b><u>Building Inspector Signature and Date:</u></b>
Plumbing _____	
Mechanical _____	
Refundable Deposit (if applicable) _____	
Fine (if applicable) _____	
Total Fee _____	
Date Paid _____	

**Plat Map for Proposed Building and Zoning Project**

For every project, please include the following on the plat map: **1.)** Exact Lot Boundaries **2.)** Existing Structures with Dimensions **3.)** Proposed Structures with Dimensions **4.)** Adjacent Roads **5.)** North Arrow and **6.)** Scale used (such as 1 box equals 5 ft). Please note that it is the sole responsibility of the applicant to locate property markers. Setbacks are measured from the property line, no the street curb. You may submit you own map, as long as it contains the required information.



**BUILDING PERMIT APPLICANT: PROPERTY OWNER**

I understand that the State of Minnesota required that all residential building contractors, remodelers and Roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and the house for which I am applying for this permit, located at \_\_\_\_\_, is the first residential

Structure I have built or improved in the past 24 months. I also acknowledge that because I do not have A state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn Stat. 514.01. In the event that I do construct or improve another residential structure in the next 24 months, I will not do so until I obtain the required state license, understanding that failure to do so is a misdemeanor under state law.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and /or roofing activity is a misdemeanor under Minn. Stat. 326.92, subd 1, and that I would forfeit my rights to reimburse from the Contractor's Recovery Fund in the event that any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the state building code and /or city ordinance in connection with the work performed on this property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

For questions or information on contractor licensing or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division at 651-284-5069. The website is: [www.doli.state.mn.us/contractor](http://www.doli.state.mn.us/contractor).

## BUILDING PERMIT PROCESS

1. Applicant shall submit application to the responsible jurisdiction.

Applicant shall include:

- A. Site plan showing property boundaries and building(s) locations. Dimensions Should show distance from the building to all property lines.
- B. Legal Description and address of property.
- C. Two sets of plans which include footing, foundation, wall and roof details. CMS Will release permit after energy calculations and makeup and combustion air Combustion air calculations (mechanical calculations) are approved. All buildings Other than one and two family dwellings, require architectural and/or structural Certifications.
- D. On-site and well information if building is not municipal water and/or sanitary sewer.

2. Building permit review and issuance normally takes 10-14 working days.

3. Applicant pays all fees when he/ she picks up the permit(s) before construction.

4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required.

- A. Footing/Foundation. This made prior to the concrete being poured.
- B. Poured foundation walls.
- C. Back Fill—(Will be enforced effective April 1, 2009)
- D. Plumbing Rough- in above ground.
- E. Mechanical Rough -in -heat/vent—in-floor and underground heat.
- F. Radon-Mandatory with the adoption of the new Energy Code
- G. Framing-Truss specifications
- H. Plumbing rough-in above ground
- I. Fireplace rough-in. This inspection is made prior to enclosing the unit
- J. Insulation
- K. Finals-building, plumbing, mechanical (heat/ventilation, and gas lines)

5. Certificate of Occupancy shall be issued upon completion of all approved work

- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.
- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code currently consists of the following documents:
  1. Chapter 1300 - Administration of State Bldg Code
  2. Chapter 1301 - Building Official Certification
  3. Chapter 1302 - Construction Approvals
  4. Chapter 1303 - Minnesota Provisions of the State Bldg Code
  5. Chapter 1305 - Adoption of the *2006 International Bldg Code*
  6. Chapter 1306 - Special Fire Protection Systems
  7. Chapter 1307 – Elevators and Related Devices - 2007
  8. Chapter 1309 - Adoption of the *2006 International Residential Code*
  9. Chapter 1311 – MN Conservation Code for Existing Buildings
  10. Chapter 1315 - Adoption of the *2008 National Electrical Code*
  11. Chapter 1325 - Solar Energy Systems
  12. Chapter 1335 - Flood-proofing Regulations
  13. Chapter 1341 - Minnesota Accessibility Code
  14. Chapter 1346 - Adoption of the International Mechanical & Fuel Gas Code
  15. Chapter 1350 - Manufactured Homes
  16. Chapter 1360 - Prefabricated Buildings
  17. Chapter 1361 – Industrialized/Modular Buildings - 2007
  18. Chapter 1370 - Storm Shelters (Manufactured Home Parks)
  19. Chapter 4715 - Minnesota Plumbing Code - 2007

Minnesota Energy Code – Consists of Minnesota Statutes 16B.617(7670) & Minnesota Rules Chapters 7672, 7674, 7676 & 7678

**CALL FOR ALL INSPECTIONS  
CONSTRUCTION MANAGEMENT SERVICES  
507-282-8206**