

SECTION 1006 – BUILDING PERMITS

SECTION

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1006.01: GENERAL: Except as provided in this Section, no person, firm or corporation shall construct, erect, alter, wreck, or move any building or structure or parts thereof within the corporate limits of the City without first securing a building permit.

1006.02: APPLICATION: Application for a building permit shall be made to the Building Official on forms to be furnished by the City. Applications shall contain such other information as may be deemed necessary for the proper enforcement of this or any other Ordinance.

Subd. 1. Shoreland District Permits Required.

1. A permit shall be required for the construction of buildings or building additions (including such related activities as construction of decks and signs), the installation and/or alteration of sewage treatment systems, and those grading and filling activities specified by Section 1026, (Grading, Filling and Excavating) of this Ordinance. Application for a permit shall be made to the Building Inspector on the forms provided. The application shall include the necessary information so that the Building Inspector can determine the site's suitability for the intended use and that a compliant sewage treatment system will be provided.
2. A permit authorizing an addition to an existing structure shall stipulate that an identified nonconforming sewage treatment system, as defined by Section 1001, (Rules and Definitions) of this Ordinance, shall be reconstructed or replaced in accordance with the provisions of this Section.

1006.03: CERTIFICATE OF SURVEY REQUIRED: Any person desiring to improve property shall submit to the Building Official a certificate of survey of the premises and information on the location and dimensions of existing and proposed structures, location of easements crossing the property, encroachments, and any other information which may be necessary to insure conformance to this Ordinance.

Subd. 1. The Certificate of Survey shall provide the following information and be attested to by a Licensed Land Surveyor duly qualified by registration as required by Minnesota Statutes, Section 326.02 as amended.

1. 11” x 17” drawing with acceptable scale.
2. Legal description. Add address if known.
3. Dimensions of the lot and north arrow.
4. Date of preparation and revision dates (if applicable).
5. Dimensions of front, rear, and side yards.
6. Locations of all existing and proposed structures on the lot.
7. Required building setbacks.
8. Total existing and proposed impervious surface coverage (including all buildings and hard surfaces such as driveways etc.)
9. For commercial and industrial projects, the total existing and proposed building coverage.
10. Location of stakes established by the surveyor along each side lot line a distance of thirty-five (35) and sixty-five (65) feet from the front lot corner. The maintenance of these stakes, once established by the surveyor, shall be the responsibility of the building permit applicant.
11. Location of wetlands, lakes, springs, rivers or other waterways bordering on or running through the subject property.
12. The location of all easements of record.
13. Grade elevations (such elevations may be based on assumed data but shall be tied by the surveyor to a specified benchmark for which the elevation has been obtained from the City Administrator or other City official in possession of such information) of the following points:
 - a. Each lot corner (existing or proposed)
 - b. Crown of proposed street at each lot line extended.
 - c. Proposed driveway elevation located at the curb and at the midpoint of the driveway adjacent to the garage slab.

- d. Proposed elevation of garage slab.
 - e. Proposed low floor elevation and lowest opening. Low floor can be no closer than 2' to the OHW elevation and the lowest opening can be no closer than 3' to the OHW elevation. In the absence of OHW elevation or, mottled soil or other means shall be utilized to identify the OHW or 100 year flood elevation.
 - f. Ordinary-high-water mark of waterbodies or 100 year flood elevation (if applicable)
 - g. Delineated wetland edge (if applicable)
 - h. Proposed lawn and driveway elevations at the street side of the building.
 - i. Proposed grading, drainage, and building pad elevations which are consistent with the approved final plat grading and drainage plan. Provide proposed spot elevations indicating drainage away from side and rear of structure at 5% for distance of 10 feet as required.
14. The proposed disposal or drainage of surface waters (indicate direction of surface water drainage by arrows). Include swales along property lines. Indicate high point and direction of flow with drainage arrows.
15. Location of Sewer and Water Connections.
- a. In the case of private septic systems and wells, location of each shall be shown as approximate and septic system drainfield laid out on the plan with proposed elevations.
 - b. If stubs for City water and sewer are available from City records, the location and size and elevations shall be shown on the survey.
 - c. If stubs are not available, survey to determine elevation of inverts to nearest manholes up and down stream of the proposed building and show proposed location.
16. Show location of temporary erosion and sediment control facilities.
- a. Show perimeter silt fence or bio roll/rock log location.
 - b. Show rock construction entrance (curb to property line at minimum).
 - c. Show inlet protection for facilities on the lot or within 50 feet of the lot.

1006.04: PLANS AND SPECIFICATIONS: With each application for a building permit, and when otherwise required by the Building Official for enforcement of this Ordinance, two sets of plans and specifications shall be submitted, together with a certificate of survey of the lot upon which the proposed building or construction is to be done. All plans and specifications shall be prepared and signed by a "Licensed Architect" or a "Licensed Professional Engineer" duly qualified by registration as required by Minnesota Statutes, Section 326.02, as amended with the following exceptions (surveys not exempted):

1. Buildings or structures exempted by the Zoning Administrator or designee.
2. Any building exempted by Minnesota State Statute.

Subd. 1. As part of a building permit application for a single family home, a site survey showing proposed grading, drainage and building pad elevation(s) must be submitted and certified by the developer that it is consistent with the approved final plat grading and drainage plan.

Subd. 2. Prior to issuance of an occupancy permit, the developer or contractor must submit certification that the grading and drainage was performed consistent with the approved final grading and drainage plan of the subdivision.

1006.05: FEES: The fee for a building permit shall be as set in the fee schedule adopted from time to time by City Council resolution.

1006.06: ISSUANCE: The Building Official shall issue the building permit only after determining that the building plans, together with the application, comply with the terms of this Ordinance.

Subd. 1. A permit is issued with the understanding that the elevations of the proposed lot and the established or proposed street grade shall not conflict in such manner as to cause damage by altering the drainage or flow or surface waters to the street or nearby streets or to the adjacent or nearby premises.

1. The proposed unit type and elevations shall be consistent with the approved grading and drainage plans for the site. In the event that part of the proposed structure falls outside of the building pad (as shown on the approved grading plan), the applicant shall provide written documentation, signed by a registered engineer, certifying that there will be no impact upon the drainage patterns caused by the construction outside of the building pad which was approved as part of the grading plan.

Subd. 2. The Building Official may deny a permit for the construction of a building or structure upon ground which is too low for proper drainage and in the course of construction, alteration, repair, or moving of any building or structure. No obstruction, diversions, ridging or

confining, temporary or permanent, of the existing channel or any natural waterway through or over which any lake, stream, or surface water naturally flows shall be made without approval of the City Engineer, City Administrator and/or any agency or official responsible for the review of such applications.