



CITY OF BIG LAKE ROOFING PERMIT APPLICATION (Residential Projects Only)

CITY OF BIG LAKE

Building Department
160 Lake Street North, Big Lake, MN,
Direct: 763-251-2980 / Fax: 763-263-0133

Date Received by City _____

PROPERTY ADDRESS										
PROPERTY OWNER NAME AND ADDRESS	PROPERTY OWNER PHONE NUMBER									
APPLICANT NAME	APPLICANT PHONE NUMBER									
APPLICANT ADDRESS (Street, City, Zip Code)	APPLICANT E-MAIL									
CONTRACTOR NAME	CONTRACTOR PHONE NUMBER									
CONTRACTOR ADDRESS (Street, City, Zip Code)	CONTRACTOR E-MAIL									
CONTRACTOR'S STATE LICENSE NUMBER/BOND (REQUIRED)	EXPIRATION DATE OF LICENSE/BOND									
BRIEF PROJECT DESCRIPTION	COMPLETED VALUE OF PROJECT (Include labor and materials)									
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Permit Fee</td> <td style="width: 20%; text-align: right;">100.00</td> <td rowspan="4" style="width: 50%; vertical-align: middle; text-align: right;"> <i>Accepted forms of payment: Cash, Check (payable to: City of Big Lake) Credit Card (Visa / MasterCard / Discover)</i> </td> </tr> <tr> <td>License Check Fee</td> <td style="text-align: right;">5.00</td> </tr> <tr> <td>Surcharge</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><u>106.00</u></td> </tr> </table>		Permit Fee	100.00	<i>Accepted forms of payment: Cash, Check (payable to: City of Big Lake) Credit Card (Visa / MasterCard / Discover)</i>	License Check Fee	5.00	Surcharge	1.00	TOTAL	<u>106.00</u>
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License Check Fee	5.00									
Surcharge	1.00									
TOTAL	<u>106.00</u>									
Signature of Applicant (Owner or Contractor)	Date									

PLEASE HAVE REPRESENTATION ON SITE FOR SCHEDULED INSPECTIONS.

REQUIRED INSPECTIONS:
<p>Ice & Water Pictures:</p> <ul style="list-style-type: none"> -- Pictures are acceptable & one (1) of the pictures <u>must</u> identify the house (i.e., showing house #) -- Picture are to be submitted by: <ul style="list-style-type: none"> ➤ Being available on job site at final inspection; -or- ➤ Dropping off at City Hall (160 Lake Street North); -or- ➤ E-mailing to Building Official at: LRutledge@biglakemn.org
<p>Roofing Final:</p> <ul style="list-style-type: none"> -- Presence of adequate attic ventilation, all flashings including kick outs and valleys, nailing and general appearance.

**THIS INSPECTION CARD IS TO BE POSTED ON THE PROJECT SITE PRIOR
TO COMMENCING THE WORK, PROTECTED FROM DAMAGE, & POSTED SO
IT IS VISIBLE FROM THE STREET AND ACCESSIBLE AT TIME OF INSPECTION.**

**MINIMUM 24-HOUR NOTICE IS REQUIRED WHEN SCHEDULING INSPECTIONS
FOR INSPECTIONS CALL: 763-251-2980**