

# City of Zumbrota Building Permit Application

Zumbrota City Hall ♦ 175 West Avenue ♦ Zumbrota ♦ Minnesota ♦ 55992 ♦ Telephone 507-732-7318 ♦ Fax 507-732-7884

Application Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

**Applicant/Owner Information** Contractor License Number: \_\_\_\_\_ or Homeowner Waiver: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## Project Information

Site Address: \_\_\_\_\_ PID#: \_\_\_\_\_ Zone: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_

Type of Permit (Circle One): Residential / Non-Residential If not residential, specify:

Type of Work (Circle One): New / Addition / Repair or Remodel

Other: \_\_\_\_\_

Estimated Project Valuation: \$ \_\_\_\_\_

Size/Dimensions of Parcel: \_\_\_\_\_ Size/Dimensions of Structure: \_\_\_\_\_

Is the property in the floodplain? No Yes

*\*If 100-year, regulatory Flood Protection Elevation must be determined, and as-built elevations must be certified.*

## Professionals Involved

General Contractor: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Plumbing: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Electrical: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Other: \_\_\_\_\_ License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Fees** Permit Value: \$ \_\_\_\_\_

Construction Type: \_\_\_\_\_ Occupancy Class: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Water Connection (\$825) \$ \_\_\_\_\_

Plan Check: \$ \_\_\_\_\_ Sewer Connection (\$825) \$ \_\_\_\_\_

State Surcharge: \$ \_\_\_\_\_ Primary Water Meter \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_ Secondary/Sprinkler Meter \$ \_\_\_\_\_

(3/4" \$340.00 - 1" \$450.00 / Others @ Cost)

Inflow/Infiltration Deposit (\$300) \$ \_\_\_\_\_

**Total Permit Fee \$** \_\_\_\_\_ (admin) I & I deposit returned: Y \_\_\_\_\_ N \_\_\_\_\_

(Plan Review & Zoning)

## Applicant Statement and Acknowledgements

I understand that I am required to comply with City Ordinances, Minnesota State Building Code, and all other applicable codes, and that this building permit will expire after 90 days of issuance. I further understand that before any digging is done on the property, Gopher State One Call must be called by me or my contractor at: 1-800-252-1166.

Applicant/Agent Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Permit Approved (Planning and Zoning): \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* ITEMS BELOW ARE FOR BUILDING OFFICIAL USE \*\*\*\*\*

**Submittals and Approvals Received by Building Official / Date Application Received:** \_\_\_\_\_

\_\_\_\_ Site Plan \_\_\_\_ Construction Plan \_\_\_\_ Energy Calculations \_\_\_\_ Applicable Waivers \_\_\_\_ Complete Application

Comments/Conditions: \_\_\_\_\_

**Building Official Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Contact the City of Zumbrota Building Official, MNSPECT LLC, at 952-442-7520 with specific building permit questions.

**CITY OF ZUMBROTA WATER SERVICE INSTALLATION INSTRUCTIONS**

- I. Owner/Developer/Builder of a property is required to have a water meter installed on a water service line once construction is started before water service will be turned on.
- II. A quarter turn ball valve must be installed on the inlet side of the water meter.
- III. Water meters must be installed in a horizontal position. The City of Zumbrota will supply a meter horn to assist in this horizontal installation requirement.

**CITY OF ZUMBROTA INFILTRATION/INFLOW INSPECTIONS**

It is important that no clear water from such sources as sump pumps, down spouts and drain tiles enter the City's sanitary sewer system! These sources should be properly plumbed to the subdrain (if installed) or to the rear yard if there is no subdrain. It is for this reason that a \$300 refundable deposit be made. The deposit will be refundable only upon successful inspection of all items by authorized city staff between the hours of 8:00 a.m. and 2:00 p.m. Monday - Friday. Please call city hall (507-732-7318) at least 2 hours prior to the inspection to allow for proper scheduling.

***If a sump basket will be installed, City Code requires a sump pump to be installed and properly plumbed to the storm sewer/subdrain (if installed) or to a location approved by city staff, wired and operational.***

**NOTE: INSPECTIONS MUST BE DONE PRIOR TO BACK FILL!**

<b>Inspection item:</b>	<b>Inspected by:</b>	<b>Date</b>	<b>Notation</b>
Sewer and Water connection to curb box			
Drain/Tile Line			
Sump Pump & Basket			
Conduit			
Primary Water Meter Installed			
Secondary/Sprinkler Meter Installed (if applicable)			
Curb Box final inspection			

**I understand that I am required to comply with the water service and infiltration/inflow instruction criteria, or my water service will be discontinued until such projects are satisfactorily completed and inspected by the City.**

I further understand that before any digging is done on the property, Gopher State One Call must be called by me or my contractor at: 1-800-252-1166.

Signature of Contractor \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**Please provide a site plan sketch and two sets of Blueprints.**

SITE PLAN - INDICATE AND IDENTIFY THE FOLLOWING:

1. Boundaries and dimensions of the lot, and
  2. Location of proposed structure and all existing structures, and
- \*\*SETBACKS:**
3. Distances between the proposed structure and all property lines, and
  4. Distances between the proposed structure and all other structures

**\*\*NOTE: Setbacks are measured from the property line,  
or right-of-way, not the curb**

<u>P&amp;Z Checklist</u>	
_____	Verify Zoning (_____)
_____	Front Yard Setbacks (_____)
_____	Rear Yard Setbacks (_____)
_____	Side Yard Setbacks (1 _____ 2 _____)
_____	Building Requirements (Min. Floor Area, Height Limit, Floor Area Ratio)
_____	Minimum Lot Area/Width/Depth

***Accurate setback information is required to determine zoning compliance.***

*Variations from approved setbacks are a violation of the City of Zumbrota Zoning Ordinance and will be acted upon with all legal recourse. If deemed necessary by the City, a certificate of survey shall be required both (a) prior to pouring footings and foundation inspection and/or (b) after construction but prior to issuance of a certificate of occupancy, to ensure compliance with City ordinances, rules and regulations.*

FRONT OF HOUSE



Permit Number: \_\_\_\_\_

## Property Owner Waiver

### Minnesota State Contractor Licensing Requirements

**The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.**

I understand that the State of Minnesota requires 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 waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I 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 Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. 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 Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that 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 jurisdictional Ordinance in connection with the work performed on this property.

Signature of Property Owner

Date

Project Address

**Please return this signed waiver with the Building Permit Application.**

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Labor and Industry, Licensing Division at 651/ 284- 5065, or toll-free at 1-800/ DIAL-DLI (342-5354).

# Minnesota State Contractor License Law

## Notice to Homeowners: Be Sure Your Contractor is Licensed

### Know Your Rights

The State of Minnesota recently adopted a statewide “Contractor and Remodeler License Law.” This law is designed to protect the consumer by requiring that contractors be licensed with the State.

Contractors must apply to the State, post a bond, and show proof of insurance and competency. The law gives homeowners reasonable assurance that they are dealing with a reputable, professional contractor, and a place they can call to get general contractor information.

### Getting Information on a Contractor

Contractors, with a few exceptions, who contract with a homeowner to perform home construction, remodeling, or repair, must be licensed with the Minnesota Department of Labor and Industry.

Homeowners can call the Department Licensing Division at 1-800- DIAL- DLI, 651-284-5069 or visit the web site at <https://secure.doli.state.mn.us/lookup/licensing.aspx> to obtain information on a specific contractor. Contractors must display their license number on their advertising, and they must make it available to consumers. Building permits cannot be granted to contractors who are not properly licensed by the state.

### Exceptions to Being Licensed

State law exempts contractors who have gross annual receipts from the construction business of less than \$15,000.00. Also exempt are specialty contractors who perform only one specialty skill.

### Homeowner Rights if a Contractor is Not Licensed

If your contractor is required to be licensed by the State of Minnesota and you find that he/she is not, you may still have recourse under the law. Generally, the law provides that a contractor who is working in violation of the Minnesota State License Law has no lien rights and may not be able to enforce a contract signed with a homeowner. If you find yourself in this situation, you should consult with an attorney to get sound legal advice. You should never knowingly hire someone who is deliberately violating the State License Law.

### Working on Your Own Home

You can obtain permits to do work on your own home. The License Law was written to ensure a reasonable degree of protection for you as the consumer of construction services, not to discourage homeowners from doing work on their own property. For your safety, building permits are required for most construction projects.

For more information on State Licensing, contact the Minnesota Department of Labor and Industry

800-DIAL- DLI or 651-284-5069.