

Building Permit/Application

DATE RECEIVED	RECEIVED BY	PERMIT #
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Applicant Complete Information Below

PROJECT ADDRESS	Parcel #
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LEGAL DESCRIPTION

PROPERTY OWNER	PHONE #
ADDRESS	CITY STATE ZIP CODE
GENERAL CONTRACTOR	LICENSE # PHONE #

Proposed Use [check one]:

Dwelling
 Private Garage
 Deck
 Home Addition
 Pole Building
 Finish Basement
 Three Season Porch
 Business/Commercial
 Fireplace
 Siding
 Furnace
 Water Heater
 Other _____

Dual Heat Permit

Type of Furnace: _____

If you will have an electric furnace or use electric heat in any form, you must have the signature of the Power & Light Supervisor - Signature _____

Required Plans (check those submitted/attached)

Drainage Plan
 Site Plan
 Elevation
 Floor plan
 Joist & Roof Plan
 Electrical, Mechanical
 Plans to scale

Site plan. The construction documents submitted with the application for permit shall be accompanied by a site plan drawn to scale, showing the size and location of new construction and existing structures on the site, distances from lot lines, and it shall be drawn according to an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official may waive or modify the requirement for a site plan if the application for permit is for alteration or repair or when otherwise warranted.

DESCRIPTION OF PROJECT:

DIMENSIONS	USE AND OCCUPANCY	TYPE OF CONSTRUCTION	ESTIMATED VALUE	LOT SIZE/DIMENSIONS
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APPLICANT'S CERTIFICATION AND COMPLIANCE: *Please read the following before signing application.*

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 has commenced. I hereby certify that I have completed, read and examined this application and know the same to be true and correct. I accept responsibility for compliance with all applicable laws and city provision, including those noted on the survey, plan review notes, and representation of setbacks, easements and property lines. Issuance of this permit does not authorize violation or cancellation of any state or local law regulating construction or the performance of construction.

NAME [please print]	ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE	DATE	PHONE #		

Note: Work cannot begin until the application has been reviewed, approved, and permit fee paid.

City Use Only

PLANNING

ZONING DISTRICT _____ MINIMUM SETBACKS REQUIRED Front _____ Side _____ Rear _____
 Road Right of Way _____ Other: _____

REVIEWED BY _____ DATE _____

SUBJECT TO THE FOLLOWING CONDITIONS:

BUILDING

REVIEWED BY _____ DATE _____

SUBJECT TO THE FOLLOWING CONDITIONS:

PUBLIC WORKS

REVIEWED BY _____ DATE _____

SUBJECT TO THE FOLLOWING CONDITIONS:

ZONING ADMINISTRATOR needs to sign-off before work can begin

REVIEWED BY _____ DATE _____

Zoning Administrator Notes:

Water & Sewer Construction and Connection		Water Superintendent Certification	
Water Permit Paid Date	\$ _____	Sewer Service	\$ _____
Sewer Permit Paid Date	\$ _____	Water Service	\$ _____
City Clerk Certification: Assessment status of Property: Bond and insurance paid		Size of Sewer Service _____	
		Size of Water Service _____	
		TOTAL COST WATER & SEWER: _____	
Is a Variance required: Yes No		Is a Conditional Use Permit required? Yes No	

Fees

Building Permit _____ Plan Review _____ State Surcharge _____

TOTAL DUE: _____

Date Issued: _____ Issued By: _____ Receipt # _____



City of Ortonville, 315 Madison, Ortonville MN 56278 - City Office 320-839-3428

If you have questions on code-items, required inspections or to schedule an inspection call: _____