

**CITY OF LONG PRAIRIE
BUILDING PERMIT APPLICATION**

***PLEASE NOTE:**

ALL BUILDING PROJECTS MUST BE STAKED OUT TO ALLOW FOR ON SITE INSPECTION PRIOR TO PERMIT ISSUANCE

APPLICANT INFORMATION

Applicant's Name		Street Address	City/State/Zip Code
Day Phone	Evening Phone	Legal Description of Property (Lot, Block, Subdivision, Metes and Bounds)	
General Contractor	Contractor's License Number	Electrical Contractor	Plumbing Contractor

PROJECT INFORMATION

Structure Type <input type="checkbox"/> Residential (new/addition) <input type="checkbox"/> Garage <input type="checkbox"/> Storage Shed <input type="checkbox"/> Deck <input type="checkbox"/> Office <input type="checkbox"/> Warehouse <input type="checkbox"/> Sign <input type="checkbox"/> Other _____	Type of Project <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Relocation <input type="checkbox"/> Repair <input type="checkbox"/> Foundation Only <input type="checkbox"/> Other _____	Type of Construction <input type="checkbox"/> Wood/Frame <input type="checkbox"/> Masonry <input type="checkbox"/> Metal <input type="checkbox"/> New Construction <input type="checkbox"/> Pole Building <input type="checkbox"/> On-site Prefab <input type="checkbox"/> Off-site Prefab	Proposed Use of Building <input type="checkbox"/> Single Family <input type="checkbox"/> Multiple Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Public <input type="checkbox"/> Other _____
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Give a detailed description of what the proposed structure will be used for:

Starting and ending construction dates - starting -----/-----/----- ending -----/-----/-----

BUILDING SITE INFORMATION

Lot Dimensions Lot width = _____ Lot depth = _____	Building set back from property line: 1) front = _____ 2) side = _____ side = _____ 3) rear = _____ Lake/stream setback = _____	Building Dimensions of this project Length (ft) = _____ Width (ft) = _____ Height (ft) = _____	Building Dimensions (area in sq. ft) Basement = _____ 1st Floor = _____ 2nd Floor = _____ Other = _____ Total Area = _____
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FLOOD PLAIN DATA (ONLY NEEDS TO BE FILLED OUT IF THE PROJECT IS IN A FLOOD PLAIN)

Shoreland Managemnet Data Lake/Stream Name: _____ Lake/Stream I.D. #: _____ Classification <input type="checkbox"/> NE <input type="checkbox"/> RD <input type="checkbox"/> GO <input type="checkbox"/> Other	Water Level Data in: <input type="checkbox"/> Sea Level Data <input type="checkbox"/> Assumed Data Highest known water level = _____ Highest known ground water level = _____ Ordinary high water level = _____	*Calculation of Regulatory Flood Protection Elevation (RFPE)* Base flood (100 yr) elevation = _____ Freeboard/req'd by ordinance = _____ floodway stage increase = _____ RFPE: (add d,e,f) = _____	Structure Elevation Requirements in: <input type="checkbox"/> N.G.V.D. <input type="checkbox"/> Assumed Datum <input type="checkbox"/> In relation to street proposed required a: Basement = _____ - _____ b: First Floor = _____ - _____ c: Max bldg height = _____ - _____ d: Fill elev adjacent to structure = _____ - _____
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I hereby certify with my signature that all data on my application forms, plans and specifications are true and correct to the best of my knowledge. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. I have identified all property boundaries, easements, flood zones and /or wetlands existing on the property on my site plan and application.

Signature of applicant

____/____/____
Date

SKETCH PLAN

PLEASE BE AS COMPLETE AS POSSIBLE. INCLUDE ALL OF THE ITEMS LISTED BELOW WHERE APPLICABLE.

GENERAL CHECKLIST (FOR ALL PROJECTS)

- | | |
|---|---|
| <input type="checkbox"/> north arrow | If applicable |
| <input type="checkbox"/> lot dimensions | <input type="checkbox"/> septic tank location |
| <input type="checkbox"/> structure location | <input type="checkbox"/> drainfield location |
| <input type="checkbox"/> front lot setback | |
| <input type="checkbox"/> side lot setbacks | |
| <input type="checkbox"/> rear lot setback | |
| <input type="checkbox"/> streets and alleys | |

ADMINISTRATIVE DATA SUMMARY

(For Office Use Only)

Itemization of fees:

General Application	_____
Plan Review	_____
State Surcharge (.0005)	_____
Other	_____
Total Fee =	=====

Approved: _____
 Planning & Zoning

____/____/____
 Date

Approved: _____
 Building Inspector

____/____/____
 Date

TOTAL PROJECT COST \$ _____

PROPERTY DISCLAIMER

The undersigned is the owner of record and/or agent for the owner of record of the property located within the City of Long Prairie, Todd County, Minnesota, whose address is: _____; that as part of the process of obtaining a building/zoning permit, the undersigned certifies that all of the information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, easements and/or wetlands existing on the subject property and has identified them on his/her site plan and application.

The undersigned further agrees the City of Long Prairie, and its administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Long Prairie, and its employees harmless from all liability arising from the granting of this permit.

Signature of Property Owner/Agent of Record

Date

RESIDENTIAL CONSTRUCTION ONLY LICENSED CONTRACTOR DISCLAIMER

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 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 that 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.

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. State. 326.92, subd. 1, and that I would forfeit my rights to reimbursement 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

To determine whether a particular contractor is required to be license, or to check on the licensing status of individual contractor, please call the Minnesota Department of Commerce, Enforcement Division at 1-800-657-3602

ENVIRONMENTAL PERMIT CHECKLIST

The intention of this check list is to identify facilities that must comply with federal, state, county or other local environmental permit requirements. This form must be submitted along with your site plan. This check list is not a permit application form. Facilities are responsible for obtaining information and permit applications from appropriate permitting agencies. Compliance with state and local regulations may be required for site plan approval and/or permit issuance.

Date: _____

Name: _____

Address: _____

Please indicate the proper Yes or No response for the regulations which you think may apply to your facility.

1. Will the project or facility discharge any type of wastewater to a sanitary sewer, storm sewer, drain, lake, stream, wetland, or other surface water body?
Yes No

2. Will the project or facility involve the discharge of liquids, sludge's, wastewater and/or wastewater residuals into or onto the land surface?
Yes No

3. Will the project or facility store or use hazardous substances? Depending on the type of substance, secondary containment and/or material storage, a permit may be required.
Yes No

4. Will the project or facility use above or underground storage tanks or other containers for hazardous substance storage? Tanks with holding capacities greater than 1,100 gallons must be registered with and conform to the requirements of the State of Minnesota. Smaller tanks, depending on their contents, may also require registration.
Yes No

5. Do hazardous substance tank locations, storage and preparation areas meet the isolation distance requirements outlined in the Minnesota Water Well Code?
Yes No

6. Will the project or facility involve the generation, transport, on-site treatment, storage or disposal of hazardous waste? If yes, a county hazardous waste permit is required.
Yes No

7. Will the project or facility involve the burning, land filling, transferring, or processing of any types of solid non-hazardous wastes on site?
Yes No
8. Will the project or facility involve the installation, construction, reconstruction, relocation or alteration of any process equipment (including air pollution control equipment) which has the potential to emit air contaminants?
Yes No
9. Will the project or facility involve any man-made change in the natural cover or topography of the land, including cut and fill activities which may contribute to soil erosion and/or sedimentation?
Yes No
10. Does the project involve any work (dredging, filling, construction) proposed in a river, stream, creek, ditch, wetland or floodplain?
Yes No
11. Will an on-site wastewater treatment system or on-site sewage treatment system be installed?
Yes No
12. Will septage be stored or disposed of on-site?
Yes No
13. Is this facility (or any facility under your ownership) currently involved in any compliance issues or discussions with the Minnesota Pollution Control Agency or other federal, state, or local agency?
Yes No
14. Is this site currently contaminated or has it been a site of past contamination?
Yes No



RETURN COMPLETED CHECKLIST AND SUPPORTING INFORMATION TO:

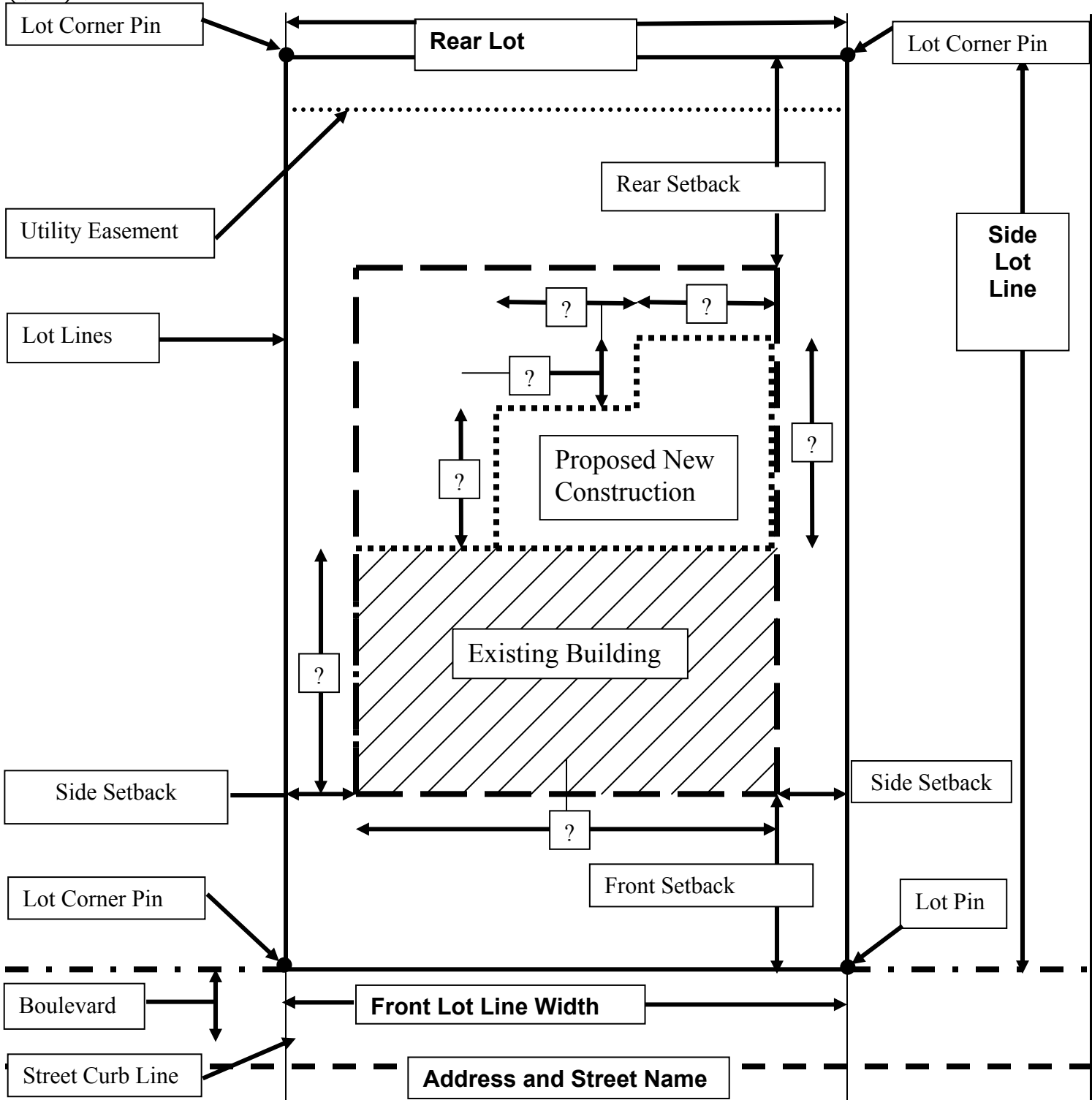
**CITY OF LONG PRAIRIE
615 LAKE ST SOUTH
LONG PRAIRIE MN 56347**

ZONING APPLICATION SKETCH – CITY OF LONG PRAIRIE

Name SAMPLE OF SKETCH DRAWING Permit No. _____ Date ____/____/____

ALL SKETCHES MUST BE DRAWN TO SCALE and contain the following information: **North** Arrow, all abutting streets and alleys with names, dimensions of lot or lots, all existing buildings on lots, all existing utility lines and easements, proposed buildings, and distances from all property lines to existing or proposed buildings.


Label property lines.
 **Indicate North in the Circle.**



Remember when making the drawing, use the edge of the roof overhang for the setback requirements not the walls of the proposed construction.

REQUIRED FORMS & ITEMS TO RETURN WITH APPLICATION:

- ✓ Cross Section detailing foundation, footings, wall, roof, steps, deck (as applicable)
- ✓ Floor Plan
- ✓ Site Plan
- ✓ Realistic Project Cost
- ✓ Licensed Contractor Disclaimer (Residential Construction only)
- ✓ Property Disclaimer

**** **REMEMBER TO CALL** Gopher 1 **BEFORE** digging (1-800-252-1166) for underground utilities location

YOUR APPLICATION WILL BE DEFERRED UNTIL ALL THE CHECKED ITEMS LISTED ABOVE ARE PROVIDED.

MINNESOTA RULE: EFFECTIVE JULY 1, 2002

3800.3780 REQUEST FOR INSPECTION CERTIFICATES, NOTIFICATION FOR FINAL INSPECTION AND EXPIRATION.

Subpart 1. Final inspection. Installers of electrical wiring shall schedule a final inspection or otherwise notify the electrical inspector that the work associated with a specific request for inspection certificate is completed prior to the wiring being utilized by the intended user and the associated space being occupied.



Notice concerning ELECTRICAL WIRING and INSPECTIONS

County of Todd _ Electrical Inspector Victor Clasemann _ Phone (320) 732-6385
Office Hours 7:00 AM to 8:30 AM Monday through Friday

It is the responsibility of the person filing the *Request for Inspection* to call for all required inspections.

Building Permits do not include electrical wiring. A separate *Request for Inspection* must be filed with the Dept. of Labor & Industry, at or before commencement of any electrical wiring that is required by law to be inspected. An owner who wishes to do his own electrical wiring may obtain a *Request for Inspection* form by going on-line at www.electricity.state.mn.us/inspection.html and filling out the form, printing it out on his/her printer, signing it and mailing it with a check to **Electrical Licensing and Inspection, 443 Lafayette Road North, St. Paul, Minnesota 55155-4342**

LIMITATIONS ON WIRING BY HOMEOWNERS

Minnesota Statute § 326.01, Subd. 6e. Definition of Owner. *An owner is a natural person who physically performs electrical work on premises the person owns and actually occupies as a residence or owns and will occupy as a residence upon completion of construction.*

A *Request for Inspection* is an affidavit, filed by the owner, that he is physically going to perform all of the electrical work and that the person owns and occupies his residence or owns and will occupy his residence upon completion of construction. **An owner may not install electrical wiring on property that is rented, leased, or occupied by others.** All wiring in mobile home parks must be performed by licensed electrical contractors. Persons other than the owner performing electrical work under the *Request for Inspection* signed by the owner, and persons who file fraudulent *Request for Inspection* forms, will be prosecuted.

The inspection fee, to be filed with the *Request for Inspection* form, is determined as follows:
Refer to Homeowners Request for Electrical Inspection form and form instructions available at
www.electricity.state.mn.us/inspection.html

Each bonding inspection of a swimming pool or equipotential plane.....	35.00
Minimum Fee: Per inspection trip	35.00

When reinspection or additional inspections are necessary to determine that unsafe conditions have been corrected, a reinspection fee of \$35 shall be assessed in writing by the inspector. Request for Inspection certificates on installations with inspection fees of \$250 or less are void 12 months from the original filing date. Upon expiration, a new Request for Inspection must be filed on all unfinished work. MN Rules 3800.3780.

All lighting fixtures, electrical equipment and material, devices, and appliances must be Listed and Labeled by a Nationally Recognized Testing Laboratory; for U.L., E.T.L., C.S.A., etc... *MN Rules 3800.3620.*

- NOTE! 1.)** All concrete floor areas used for livestock, are required to contain metal mesh or bars, which must be bonded to the grounding electrode system of the structure and require rough-in inspections before covering.
- 2.) Re-bar in the footings of any building, must be bonded to the electrical system of that building.
- 3.) Within 3 ft. of an in-ground pool, the concrete deck must contain metal mesh or bars, which must be bonded, and inspected before covering.

CALL THE ELECTRICAL INSPECTOR BEFORE POURING CONCRETE.

A rough-in inspection must be done before any wiring is covered by insulation, sheetrock, paneling, etc. Where wiring is concealed before inspection, the person responsible for concealing the wiring shall be responsible for all costs resulting from uncovering and replacing the covering material. *MN Rules 3800.3770.*

Underground wiring must be inspected before the trench is back-filled.

All wire splices must be made in electrical boxes. Do not conceal junction boxes in walls, ceilings, or nonaccessible attics and under-floor areas. The volume of boxes must be sufficient for the number of conductors, devices, and cable clamps contained in the box. Nonmetallic boxes are marked with the cubic inch capacity. If a single-gang box is too small, use a 4x4 inch square box. Use a plaster ring to convert this box to the proper size opening for fixtures, switches, and receptacles. The following information may be used to calculate the required volume for boxes:

	<u>With #14 wire</u>	<u>With #12 wire</u>
For each separate insulated wire	2 cu in	2.25 cu in
All ground wires combined	2 cu in	2.25 cu in
For each device (switch or receptacle)	4 cu in	4.50 cu in
All internal cable clamps combined	2 cu in	2.25 cu in
<i>Example:</i> 2-gang switch box with four "14-2 with ground" cables in the box.	8 insulated wires	16 cu in
	All ground wires	2 cu in
	Two switches	8 cu in
	All internal cable clamps	<u>2 cu in</u>
	Total	28 cu in [minimum box size required]

In all boxes there must be a minimum wire length of six inches. The outer cable jacket must extend into the box a minimum of ¼ inch. In device boxes with more than one ground wire in the box, the ground wire must be spliced with a "wire tail" or "pig tail" to be attached to the receptacle or switch grounding terminal screw as only one wire is permitted under a terminal screw. All splices, including ground wires, must be spliced with an approved splice cap or "wire nut". All metal boxes and metal plaster rings must be grounded.

All ground wires and other wires in boxes must be spliced for the rough-in inspection.

NM Cable Installation:

Type NM cable (nonmetallic cable) must be strapped at intervals not exceeding 4½ feet, within 8 inches of nonmetallic boxes, and within 12 inches of metal boxes. To properly strap cables next to boxes it is important to bore holes in framing members at least 10 to 12 inches away from the box. Nonmetallic cable must not be installed closer than 1¼ inches from the face of the framing member to prevent damage from screws and nails. This applies to cables installed through bored holes, cables strapped to the side of a framing member, and to shallow grooves in rigid polystyrene insulation. Cables closer than 1¼ inches must be protected with metal plates or metal sleeves. **Where more than three NM cables containing two or more current-carrying conductors [14 or 12 AWG], are bundled together and pass through wood framing that is to be fire- or draft-stopped using thermal insulation or sealing foam, the allowable ampacity of each conductor must be adjusted downward.**

Receptacle Placement:

Generally, receptacles in habitable rooms shall be installed so that no point along the floor line in any wall space is more than 6 ft. from an outlet in that space. Generally at kitchen countertops, receptacle outlets shall be installed so that no point along the wall line is more than 24 inches from a receptacle outlet in that space. In bathrooms, a receptacle must be within 3 ft. of the basin.

Outlet boxes must not be used as the sole support of ceiling paddle fans unless the box is approved and labeled for such use. Recessed lighting fixtures installed in insulated ceilings must be labeled as Type IC (insulation contact) and are required by the Energy Code to be air-tight. Light fixtures in bathtub & shower areas must be listed for damp or wet locations, depending on use.

Circuits Required: Minimum 20 amp circuits: two (2) circuits required for kitchen countertop receptacles; one (1) circuit for bathroom receptacles; one (1) circuit for laundry receptacles. Also one, circuit (15-20 amp) dedicated to the central heating unit.

Ground-fault circuit-interrupter (GFCI) protection must be provided for all receptacle outlets; in bathrooms, garages, grade-level portions of accessory buildings, crawl spaces, unfinished basements, at kitchen countertops, outdoors, and receptacles within 6 ft. of any sink. In addition, any 120v, 15-20 amp outlet for a boat hoist must be GFCI protected.

Arc-fault circuit-interrupter [AFCI] protection must be provided for all [120v, 15-20 amp] outlets in bedrooms [including the smoke alarm outlet, and lighting outlets].

WET LOCATION receptacles require covers that provide protection [weatherproof] even with an appliance cord plugged-in.

Fill out the circuit directory, on the electrical panel, to specifically identify each circuit or feeder originating from the panel.

A final electrical inspection is required when all wiring has been completed and all devices, fixtures, appliances, and equipment have been installed, and the electrical system is energized and has been tested.

It is unlawful to occupy new construction before all electrical wiring is completed, inspected, and approved.