



# PROPERTY INFORMATION SHEET

*For Residential Accessory Structures, Building Additions, Decks/Porches and Pools*

This Property Information sheet is used so you, as the applicant, are aware of the requirements for the property being reviewed and to more efficiently review your application. This sheet shall be completed and submitted in conjunction with all other requirements for a building permit. If it is not, the review will be place on hold.

*Please contact the Planning Department (763.635.1000) to obtain any of this information.*

**Street Address:** \_\_\_\_\_ **Acreage of Property:** \_\_\_\_\_

For Sheds, Garages, Building Additions, Decks/Porches and Pools:

**Required Setbacks\***

Front: \_\_\_\_\_-feet

Side: \_\_\_\_\_-feet

Garage Side: \_\_\_\_\_-feet

Rear: \_\_\_\_\_-feet

**Proposed Setbacks\***

Front: \_\_\_\_\_-feet

Side: \_\_\_\_\_-feet

Garage Side: \_\_\_\_\_-feet

Rear: \_\_\_\_\_-feet

*Proposed setbacks cannot be less than the required setbacks*

*\*Setbacks are from property lines, not from street/curb edges*

For Sheds and Garages only:

**Total Allowed Square Footage** \_\_\_\_\_  
*Contact Planning 763.635.1000*

**Total Proposed Square Footage** \_\_\_\_\_  
*Cannot be larger than the allowed square footage*

**Total number of sheds/garages** \_\_\_\_\_  
*Typically, only two are allowed*

*If a copy of your survey is not available, please draw the site plan in this location.*

Permit #: \_\_\_\_\_

*For Office Use Only*

## RESIDENTIAL SITE PLAN CHECKLIST

*For Accessory Structures, Building Additions, Decks/Porches and Pools*

Drawings shall be on an existing survey if available. Contact the Building Department at 763.635.1060 to inquire if your property has a survey on file. If this checklist is not signed/initialed or any of the required information is missing, the permit will be put on hold until the applicant provides all the required information.

### Required on the Site Plan:

- North Arrow
- Dimensions to proposed project from all property lines (**not street/curb edges**)\*
- Label all adjacent streets
- Location of driveway(s)
- Easements on property (**no structures are allowed in easements**)
- Square footage of all existing garages/sheds (*if applicable*)
- Well, septic tank and drain field locations (*if applicable*)
- All ponds, wetlands, lakes, rivers, creeks, ordinary high water elevations and Wild & Scenic setback requirements (*if applicable*)
- Location of retaining walls (*if applicable*)

\*Typically corners of a property are marked with metal stakes that are approximately 16"-18" below grade. These stakes might be found with a metal detector. If corner stakes cannot be found or location of property lines is unknown, the property owner should contact a land surveyor to properly locate the corner stakes and property lines.

### POOLS

\_\_\_\_\_ Initial if you are installing a pool. Fencing shall be installed prior to filling the pool, as required by the Elk River City Ordinance, Section 30-796. *If this is not initialed, you will be contacted to do so before the permit will be reviewed.*

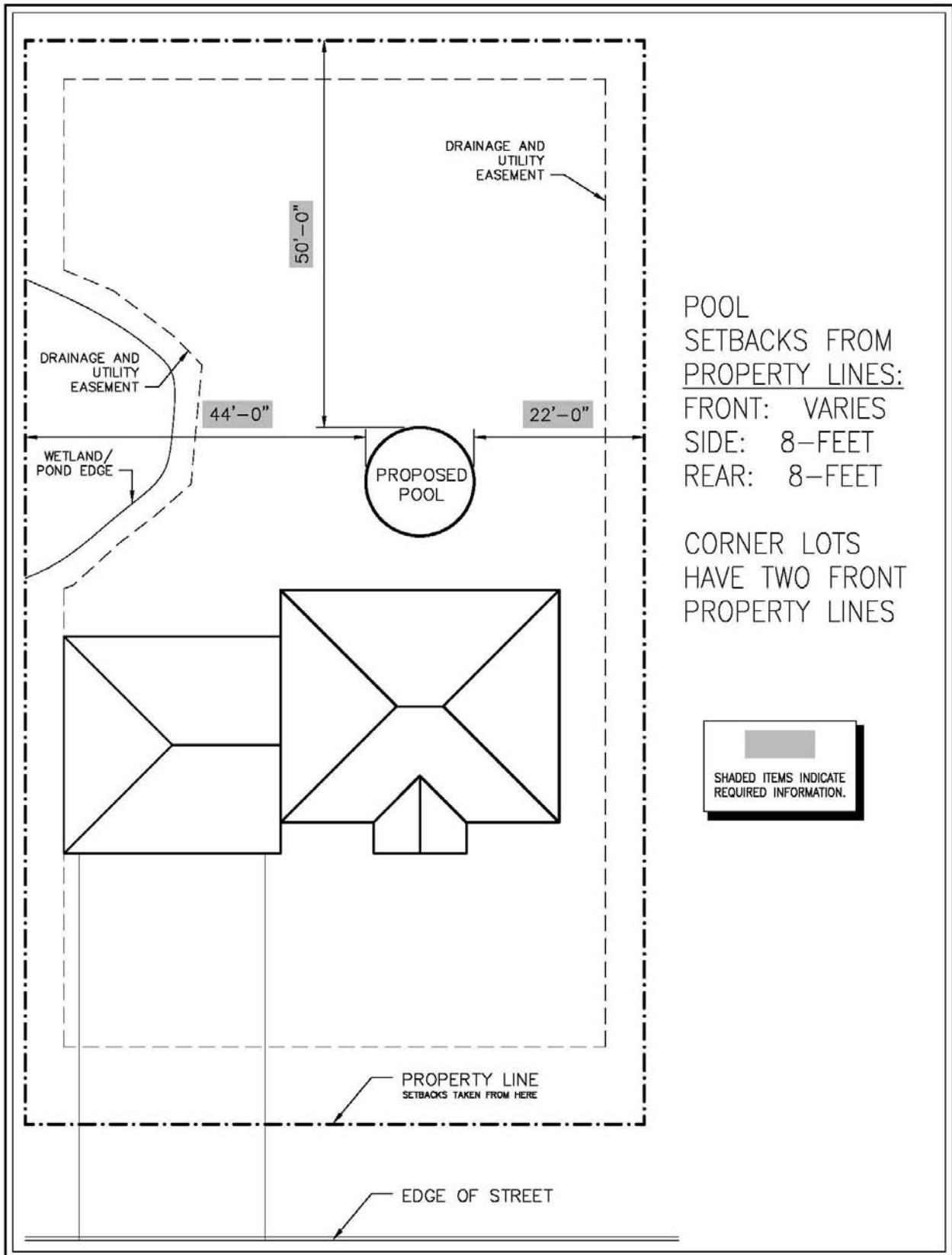
I understand that providing false information or omitting relevant information in this building permit application may result in denial of the application. I have provided the above information and understand that I am solely responsible for any and all information submitted with this building permit application and declare that all information is correct as shown.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_  
*(to be used to contact applicant if any information is missing)*

# SAMPLE SITE PLAN

(does not need to be a computer drawing)



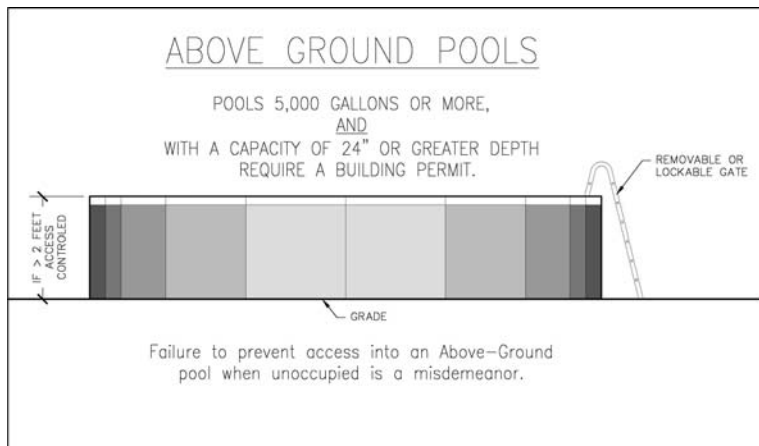
POOL  
SETBACKS FROM  
PROPERTY LINES:  
FRONT: VARIES  
SIDE: 8- FEET  
REAR: 8- FEET

CORNER LOTS  
HAVE TWO FRONT  
PROPERTY LINES

SHADED ITEMS INDICATE  
REQUIRED INFORMATION.

## **Above-Ground Pool Requirements**

1. Per the Minnesota State Building Code, **Above-Ground pools** that exceed 5,000 gallons **and** has a depth capacity of 2-feet or more **require a building permit.**
2. Above-Ground pools that require a building permit must have access controlled by a means, such as removable ladder or lockable gate, to prevent access into the Above-Ground pool when unoccupied.
3. **Failure to prevent access** into an Above-Ground pool when unoccupied **is a misdemeanor.**
4. Above-Ground pools do not require a fence.
5. All pools shall be setback a minimum of eight feet from the side and rear lot lines and must comply with the required front yard setback.



## **Below-Ground Pool Requirements**

1. **All Below-Ground pools require a building permit** and shall be enclosed with a fence that is a minimum four feet high and includes lockable gates. The fence shall be installed prior to filling the pool. Fencing shall be chain link, vertical pickets or solid. Automatic or manual pool covers do not qualify as a fence.
2. All pools shall be setback a minimum of eight feet from the side and rear lot lines and must comply with the required front yard setback. Patios around pools must be setback a minimum of five feet from property lines.

Permit # \_\_\_\_\_  
Date: \_\_\_\_\_

# MECHANICAL PERMIT APPLICATION

Site Address: \_\_\_\_\_ Suite/Unit \_\_\_\_\_  
The Applicant is: Owner  Contractor  Other

## Property Owner

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

## Contractor

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Mechanical Bond \_\_\_\_\_

## Engineer

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Reg# \_\_\_\_\_

<b>Use Type</b>			
Single Family <input type="checkbox"/>	Townhouse <input type="checkbox"/>	Commercial/Industrial <input type="checkbox"/>	
Multi-Family <input type="checkbox"/>	Institutional <input type="checkbox"/>	Other (O) <input type="checkbox"/>	_____

New <input type="checkbox"/>	Addition (ADD) <input type="checkbox"/>	Alter (ALT) <input type="checkbox"/>	Repair (REP) <input type="checkbox"/>	Other (O) <input type="checkbox"/>
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PLEASE COMPLETE OTHER SIDE OF APPLICATION

\*\* SEPARATE PERMITS ARE REQUIRED FOR BUILDING, ELECTRIC, OR PLUMBING \*\*

Inspection Scheduling 763.635.1060

FAX 763.635.1090

Detailed description of work: \_\_\_\_\_  
 \_\_\_\_\_

Please check all boxes that apply!

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> A/C                  | <input type="checkbox"/> Class II Hood  | <input type="checkbox"/> Fireplace           | <input type="checkbox"/> Radiant Heater |
| <input type="checkbox"/> Boiler               | <input type="checkbox"/> Combustion Air | <input type="checkbox"/> Furnace             | <input type="checkbox"/> Refrigeration  |
| <input type="checkbox"/> Air to Air exchanger | <input type="checkbox"/> Dryer Venting  | <input type="checkbox"/> Heat Pump Appliance | <input type="checkbox"/> Solar          |
| <input type="checkbox"/> Class 1 Hood         | <input type="checkbox"/> Duct work      | <input type="checkbox"/> Pool Heater         | <input type="checkbox"/> Unit Heater    |
- Other \_\_\_\_\_

Fill in the appropriate boxes below:

Make	Model #	Heat Loss/Gain	Fuel	Flue Diameter	Input (BTU)	CFM	Tons	Hp

### GAS PIPING

Please check all boxes that apply!

<input type="checkbox"/> Boiler	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Gas Main	<input type="checkbox"/> Unit Heater
<input type="checkbox"/> Dryer	<input type="checkbox"/> Furnace	<input type="checkbox"/> Range	<input type="checkbox"/> Other _____

\_\_\_\_\_

If gas piping will be done by others indicate: Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Which appliances \_\_\_\_\_

State Mechanical Bond # \_\_\_\_\_  Please check if on file

All Fees are based on valuation, including cost of labor and materials.  
 The minimum fee is \$45.00 **or** \$75.00 + state surcharge. **TOTAL JOB VALUATION: \$** \_\_\_\_\_

PERMIT FEE (Above Ground)	<u>\$45.00</u>		PERMIT FEE (In-Ground)	<u>\$75.00</u>
SURCHARGE	<u>\$5.00</u>	<b>or</b>	SURCHARGE	<u>\$5.00</u>
<b>TOTAL DUE</b>	<b><u>\$50.00</u></b>		<b>TOTAL DUE</b>	<b><u>\$80.00</u></b>

### This is an application for a permit – it is not valid until processed

*I hereby apply for a mechanical permit, and I acknowledge that the information above is complete and accurate; that I understand this is not a permit and work is not to start without a permit.*

*I understand and hereby agree that the work for which the permit issued shall be performed according to; (1) the conditions of the permit; (2) the approved plans and specifications; (3) the applicable city approvals, ordinances, and codes; and, (4) the state building/mechanical codes and regulations.*

*I understand that the permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days anytime after work has commenced; and, that I am responsible for ensuring that all required inspections are requested in conformance with the state building code.*

Name of applicant \_\_\_\_\_ Date: \_\_\_\_\_  
*Please type or print*

Signature of applicant \_\_\_\_\_