

# Submittal Checklist

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Three or more dwelling Units require use of IBC and Accessibility requirements. Please use Commercial Packet.

## \_\_\_\_\_ **SITE PLAN** - (*All Construction*)

- Showing all property lines and dimensions.
- Driveway location (must be exact).
- Location of project (with accurate dimensions from the project to the property lines).
- Impervious Coverage Calculations.
- Plans for controlling runoff (required to control water runoff on site).

## \_\_\_\_\_ **PLAN DRAWINGS** - (*All Construction*)

- **Two (2)** complete sets of plans, 1 full size, 1 set 11" x 17"
- Show in detail the type of construction and material to be used.

These plans shall include at least but is not limited to the following:

- Floor Plan (each level).
- Detailed Wall Sections (walls, stairs, decks, egress windows, grade etc.).
- Elevation Views (each side) & Elevation of deck if applicable.
- Manufactured Truss Specifications.

## \_\_\_\_\_ **SEPTIC DESIGN** - (*New homes & additions, remodels, etc.*)

- New or rehabilitated septic system permits are issued by Crow Wing County.
- One (1) complete set of the design and all computations for file.
- A certificate of compliance will be required for any on site septic system that is 5 years old or older or that has a certificate of compliance that is more than three years old or older.

## \_\_\_\_\_ **ENERGY CODE CRITERIA** -

- Please fill out Energy Compliance Certificate

## \_\_\_\_\_ **PERMIT APPLICATION FORM** - (*All Construction*)

- Permit application form must be completed fully and be signed by the permit applicant.

## \_\_\_\_\_ **CONTRACTORS** - (*All Construction*)

- Contractors and Sub-Contractors list (**For your information only / Not required for submittal**)
- General Contractor's State License number must be on file with the City of Breezy Point.

## \_\_\_\_\_ **STATEMENT OF AGREEMENT** - (*All construction*)

- Shall be signed and returned with above information.

## \_\_\_\_\_ **PROOF OF OWNERSHIP** - (*All Construction*)

## \_\_\_\_\_ **SURVEY VERIFICATION LETTER** (If Required)

**NOTICE:** If any of the above items have not been met, the permitting process will not be able to be completed; this will delay your start time for your project. If you have any questions please feel free to ask. A question now may save time and money later.



8319 County Road 11  
Breezy Point, MN 56472  
Phone: (218) 562-4441  
[www.cityofbreezypointmn.us](http://www.cityofbreezypointmn.us)

Permit #: \_\_\_\_\_  
Issued On: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

## Building Permit Application

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_ PID #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

General Contractor: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical 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

Description of Project: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Site Plan submitted: ☐ Yes ☐ No (A site plan is necessary to process applications for all new and/or additions to structures)

Setbacks: OHW \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Right of Way \_\_\_\_\_ Other \_\_\_\_\_

Building Height: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Lot Area: \_\_\_\_\_ Impervious Coverage: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Lot Size/Dimensions: \_\_\_\_\_

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 read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

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

### CITY USE ONLY

#### PLANNING:

Subject to the following conditions: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Current Septic Compliance on file? ☐ Yes ☐ No Date: \_\_\_\_\_

#### BUILDING:

Use and occupancy: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Subject to the following conditions: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**PUBLIC WORKS:** Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

#### FEES

Building Permit: \_\_\_\_\_

Plan Review: \_\_\_\_\_

State Surcharge: \_\_\_\_\_

Plumbing Permit: \_\_\_\_\_

State Surcharge: \_\_\_\_\_

Mechanical Permit: \_\_\_\_\_

State Surcharge: \_\_\_\_\_

Sewer Availability Charge: \_\_\_\_\_

Sewer Connection Permit: \_\_\_\_\_

E911 Address Assignment: \_\_\_\_\_

Mailbox Support/Install: \_\_\_\_\_

Culvert: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

Call 218-940-1682 for inspections & code questions.



## City of Breezy Point Request for new E-911 Address:

Name of Property Owner: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Section: \_\_\_\_\_

Township: \_\_\_\_\_

Range: \_\_\_\_\_

Legal: \_\_\_\_\_

How is the location of the driveway staked?

☐ Wood lath marking each side of driveway   ☐ Pin Flags or Ribbons marking each side of driveway   ☐ Other \_\_\_\_\_

What is the name of the road your driveway intersects: \_\_\_\_\_

Which side of the road is your structure on: ☐N ☐S ☐E ☐W

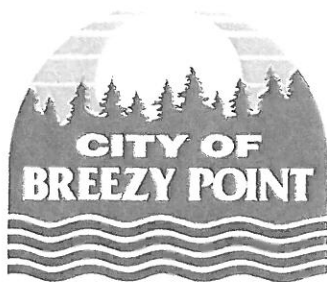
If your driveway is New, do you have entrance approval and a permit from the proper road authority – state highway department, county highway department or township if applicable. ☐ Yes ☐ No

Property Owner Signature: \_\_\_\_\_

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

Please return this form with the \$90.00 fee to:

City of Breezy Point  
8319 County Road 11  
Breezy Point, MN 56472  
(Make check payable to **City of Breezy Point**)



## RESIDENTIAL STATEMENT OF AGREEMENT

### SUMMARY OF BUILDING REQUIREMENTS

2000 INTERNATIONAL RESIDENTIAL CODE  
STATE AMENDMENTS TO IRC  
MN STATE BUILDING CODE  
MN STATE PLUMBING CODE

INTERNATIONAL MECHANICAL CODE  
STATE AMENDMENTS TO IMC  
MN STATE ENEVERGY CODE  
MN ACCESSIBILITY CODE

#### I, AS SIGNER OF THE PERMIT, AGREE TO THE FOLLOWING:

##### \_\_\_\_\_ I will

- Place on site a valid permit prior to starting project
- Call for all of the required inspections
- Request inspections 48 hours in advance

##### \_\_\_\_\_ I understand if I do not have:

- The site posted with the address number,
  - The permit & check list posted on site prior to inspection,
  - The requested inspection ready,
- the inspector **will not** complete the inspection and I (applicant) am responsible to re-schedule when items are posted.

\_\_\_\_\_ I agree to comply with all requirements of the codes and city ordinances and will require all sub-contractors to be in strict compliance. If I am not familiar with or don't understand the requirements, I will seek professional advice.

\_\_\_\_\_ I understand the inspections listed on this page are not limited to or exclude any special inspections if noted on the plans and/or the permit card with an "X" by the required inspection. I also understand that this is a partial list and is not intended to be in its entirety.

By signing below I acknowledge that I have read, understand and agree to the requirements listed and will follow all City requirements, Ordinances and State Codes.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

#### INSPECTIONS

**Site**-Shall be staked at building location and all property pins located and visible for inspection prior to issuance of permit. Lot corners, set backs, size and location of building and accessory buildings, Driveway locations. Site address shall be posted at this time.

**Concrete Slab** -All slabs prior to pour (Forms placed, rebar hung prior to inspection)

**Footing**-Prior to pouring. (Forms to be placed and rebar hung prior to inspection)

**Foundation**-prior to backfilling. The damp proofing & core pour shall be inspected.

**Drain Tile**-prior to back filling

**Poured Walls**-prior to pouring concrete (All rebar and forms in place)

**Electrical**-inspection required by State Electrical Inspector. The final inspection shall be completed prior to occupancy.

**Framing**- Required. All windows and doors are installed and prior to insulation being done. Lumber shall be stamped and trusses shall be engineered. Energy trusses on the home are encouraged.

**Plumbing**-required. A master plumber is required to be at all tests. Back flow preventers are required. (Three inspections required; Underground, Rough In & Final)

**Mechanical**- require a Rough-in, Gas line air test (1 hour @ 25#), and a Final inspection.

**Insulation**- Prior to covering. Requirements must meet Category 1 or the New Energy Code.

**Septic/Sewer/Compliance** required

**Final**- "Certificate of Occupancy" required prior to occupying the building.

#### Additional Requirements:

Building Address numbers shall be **DISPLAYED** on the building closest to the road and shall be visible from the road. The address numbers shall also be posted at the main entrance of the job site.

Date \_\_\_\_\_

# 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 Commerce. Homeowners can call the Commerce Department Licensing Division at 1-800-657-3602, 651-296-2488 or visit the web site @ [www.commerce.state.mn.us](http://www.commerce.state.mn.us) 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 insure 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 Commerce at 800/568-3602 or 651/296-2594***

# 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.

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*Signature of Property Owner*

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*Project Address*

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*Date*

***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 Commerce, Enforcement Division at 651/296-2594, or toll-free at 1-800/657-3602.

## CONTRACTOR & SUB CONTRACTORS & CONTACTS

General Contractor: State License Number \_\_\_\_\_

Name	Address	Telephone Number
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Project Manager

Name	Address	Telephone Number
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On Site Contact

Name	Address	Telephone Number
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Plumber (State Bonded)

Name	Address	Telephone Number
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Septic Installer

Name	Address	Telephone Number
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Septic Designer

Name	Address	Telephone Number
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Excavator

Name	Address	Telephone Number
------	---------	------------------

Roofer

Name	Address	Telephone Number
------	---------	------------------

Framer

Name	Address	Telephone Number
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Concrete

Name	Address	Telephone Number
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Insulation

Name	Address	Telephone Number
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Siding

Name	Address	Telephone Number
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Mechanical

Name	Address	Telephone Number
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## ***Inspections***

<b>Site</b>	Shall be staked at building location and all property <u>pins located</u> and visible for inspection prior to issuance of permit. Lot corners, set backs, size and location of building and accessory buildings, driveway locations.
<b>Concrete Slab</b>	All slabs prior to pour (Forms placed, rebar hung prior to inspection)
<b>Footing</b>	Prior to pouring. (Forms to be placed and rebar hung prior to inspection)
<b>Foundation</b>	Prior to backfilling. The damp proofing & core pour shall be inspected.
<b>Drain Tile</b>	Prior to back filling
<b>Poured Walls</b>	Prior to pouring concrete. (All rebar and forms in place)
<b>Electrical</b>	Inspection required by State Electrical Inspector. The final inspection shall be completed prior to occupancy.
<b>Framing</b>	Required. All windows and doors installed and <b>prior to</b> insulation. Lumber shall be stamped and trusses shall be engineered. Energy trusses on the home are encouraged.
<b>Plumbing</b>	Required. A master plumber is required to be at all tests. Back flow preventers are required. <i>(Three inspections; Underground, Rough In &amp; Final)</i>
<b>Mechanical</b>	Require a Rough-in, Gas line air test (1 hour @ 25#), and a Final inspection.
<b>Insulation</b>	Prior to covering. Requirements must meet Category 1 or the New Energy Code.
<b>Septic/Sewer/Compliance</b>	
<b>Final</b>	"Certificate of Occupancy" required prior to occupying the building.

### **Additional Requirements:**

Building Address numbers shall be **DISPLAYED** on the building closest to the road and shall be visible from the road. The address numbers shall also be posted at the main entrance of the job site.



# New Construction Energy Code Compliance Certificate

Per R401.3 Certificate. A building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Posted



Mailing Address of the Dwelling or Dwelling Unit	City
Name of Residential Contractor	MN License Number

THERMAL ENVELOPE		Type: Check All That Apply										RADON CONTROL SYSTEM	
		Non or Not Applied	Fiberglass, Batts	Fiberglass, Blown	Foam, Closed Cell	Foam, Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocyanurate				
Insulation Location	Total R-Value of all Types of Insulation									Passive (No Fan) Active (With fan and monometer or other system monitoring device) Location (or future location) of Fan:			
Below Entire Slab										Other Please Describe Here			
Foundation Wall													
Perimeter of Slab on Grade													
Rim Joist (1st Floor)													
Rim Joist (2nd Floor+)													
Wall													
Ceiling, flat													
Ceiling, vaulted													
Bay Windows or cantilevered areas													
Floors over unconditioned area													
Describe other insulated areas													

Building envelope air tightness:		Duct system air tightness:	
<b>Windows &amp; Doors</b> Average U-Factor (excludes skylights and one door) U: Solar Heat Gain Coefficient (SHGC):		<b>Heating or Cooling Ducts Outside Conditioned Spaces</b> Not applicable all ducts located in conditioned space R-value	

MECHANICAL SYSTEMS				Make-up Air Select a Type	
Appliances	Heating System		Domestic Water Heater	Cooling System	
Fuel Type				Not required per mech. code	
Manufacturer				Passive	
Model				Powered	
Rating or Size	Input in BTUS:		Capacity in Gallons:	Output in Tons:	Interlocked with exhaust device. Describe:
Efficiency	AFUE or HSPFP%			SEER /EER	Other, describe:
				Location of duct or system:	

Residential Load Calculation		Heating Loss	Heating Gain	Cooling Load

MECHANICAL VENTILATION SYSTEM				Combustion Air Select a Type	
Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):				Not required per mech. code	
Select Type				Passive	
Heat Recover Ventilator (HRV) Capacity in cfm:		Low:	High:	Other, describe:	
Energy Recover Ventilator (ERV) Capacity in cfm:		Low:	High:	Location of duct or system:	
Balanced Ventilation capacity in cfm:					
Location of fan(s), describe:					
Capacity continuous ventilation rate in cfm:		Cfm's			
Total ventilation (intermittent + continuous) rate in cfm:		" round duct OR			
		" metal duct			

## Sample Zoning Drawing – Drawn to Scale

The following sample drawing shows the minimum detail expected so the permit process can proceed smoothly. Plans do not need to be professionally drawn but should be drawn to scale and include all of the information requested. **\*\* If there are wetlands &/or a bluff on the property they must also be shown and setback measurements included\*\***

**ZONING PERMITS MAY TAKE UP TO ONE WEEK TO ISSUE FOLLOWING SUBMITTAL OF COMPLETED APPLICATION AND ALL RELATED DATA.**

**Sample Site Plan**

The diagram illustrates a property layout within a dashed boundary representing the lot lines. Key features include:

- Proposed House:** A rectangular structure with dimensions marked as "? ft" for width and height. It is positioned with setbacks from the lot lines, indicated by dashed arrows and "? ft" labels.
- Proposed Garage:** A rectangular structure to the right of the house, also with dimensions marked as "? ft". It has setbacks from the lot lines and the house, indicated by dashed arrows and "? ft" labels.
- Deck:** A small rectangular structure attached to the side of the proposed house, with dimensions marked as "? ft".
- Apron:** A rectangular area between the house and the garage, with dimensions marked as "? ft".
- Sidewalk:** A narrow path connecting the house and the garage area.
- Proposed Septic:** A structure located to the left of the house, with dimensions marked as "? ft".
- Proposed Deep/Shallow Well:** A point marked with a dot and labeled "Proposed Deep/Shallow Well".
- Wetlands:** An area at the top of the lot, indicated by a dashed line and asterisks, with dimensions marked as "? ft".
- City Road Right of Way:** A dashed line at the bottom of the lot, with dimensions marked as "? ft".
- Setback Measurements:** Dashed arrows with "? ft" labels indicate the required setbacks from the lot lines for the house, garage, and deck.
- Dimensions:** Dashed arrows with "? ft" labels indicate the overall dimensions of the lot and the structures.
- North Arrow:** A small circle with an arrow pointing upwards, labeled "N".

Lot Lines with Dimensions

Mark all Setback Measurements

Mark all Dimensions

City Road Right of Way

Street Name \_\_\_\_\_

**DRAWN TO SCALE: 1" = ? FT**