



BUSINESS / COMMERCIAL BUILDING PERMIT HANDOUT

The following information must be submitted to the Building Official before a building permit can be processed and approved.

- 1. Building Permit Application Form**
- 2. Survey or Site Plan (two copies)**
- 3. Building Plans (two copies)**
- 4. Miscellaneous as required**

A more detailed description of items 1-4 is listed below. After a preliminary review additional information may be required. Allow 7 working days for processing.

- 1. Building Permit Application Form:** Complete and sign a building permit application. Application forms are available at City Hall.
- 2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, all property lines, road right-of-ways, easements, existing buildings (with dimensions) and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required.
- 3. Building Plans (two copies):**
 - A. Elevation Drawings (exterior views) of front, rear and sides of finished building. Indicate the height from finished grade to the top of the sidewalls and peak.
 - B. Section drawing (side cutaway view) showing the details of the footings, foundation construction with dampproofing and insulation, floor, wall and roof construction.
 - C. Floor Plans of the basement and each floor showing the dimensions of the building, window/door locations, header sizes, interior walls, stairs and plumbing and mechanical equipment. Include on the floor plan a written description of the use of all areas of the building.
 - D. Code Review must be provided by a MN Licensed design professional.
 - E. Plumbing Plans must be submitted to and approved by the MN Department of Health, Plumbing Division. Provide the Health Department's letter of approval and two sets of plumbing plans to the city.
- 4. Miscellaneous:**
 - A. Pre-Construction Meeting: A meeting with city staff should be scheduled to determine if the proposed use is permitted by the zoning, building and municipal ordinances.
 - B. *Special Inspections: IBC Chapter 17 requires the owner, architect or engineer of record to indicate what special inspections are required (if any) and who will be performing the special inspections, subject to the approval of the building official.
 - C. General Zoning: Check with the city to determine if a variance, conditional use permit or special evaluation is required.

- D. Permit Fee: will be determined after the application and plans have been reviewed. Fees must be paid in full before a permit can be issued or construction can begin.
- E. Electrical wiring must be inspected and approved by the State Electrical Inspector.

GENERAL INFORMATION

A Certificate of Occupancy is required before the structure can be occupied. All the required building inspections must be completed and approved, the septic system installed and inspected and final approval received from the State Electrical Inspector.

****Required Inspections:**

1. **Footings**, after forms are in place but prior to placement of concrete, gravel or sand.
2. **Foundations**, prior to backfilling and as deemed necessary by the Building Official and design professionals.
3. **Plumbing 5# Air Test** of all waste and vent piping prior to covering, contact the MN Department of Health and then the local building Official with inspection requests.
4. **Fireplaces and Masonry Chimneys Rough-In**, for pre-fabricated when framing is complete, for masonry fireplaces when the throat is set, masonry chimneys when starting.
5. **Mechanical Rough-in** when complete, prior to covering.
6. **Gas Piping** must hold 25# of air for 12 hours, all piping and fittings must be exposed for inspection.
7. **Framing/Structural** when all the framing is complete.
8. **Insulation** when the insulation, vapor barrier, firestopping and draftstopping is in place.
9. **Plumbing Manometer Test** of all the water and vent piping after all fixtures are set, contact the State Health Department for inspection requests then the local Building Official.
10. **Special Inspections** of soils, concrete, welding, bolting, fire resistive construction and similar components. The Building Official, Architect and Engineer of record shall indicate what special inspections are required. An inspector approved by the Building Official must perform the special inspections and file copies of all reports must perform the special inspections and file copies of all reports with the Building Official
**Depending on the project inspection of exterior and interior wall finish, fire suppression systems, alarms, elevators, firestopping, etc.

5. **Final** when the structure is complete and the required inspections have been approved.

To schedule an inspection call 612-986-7644.

Excavations: Prior to excavating call Gopher State One Call 48 hours in advance at 800-252-1166 or 811



8319 County Road 11
Breezy Point, MN 56472
Phone: (218) 562-4441
Fax: (218) 656-1326
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 _____

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: _____

FEES

Building Permit: _____

Plumbing Permit: _____

Mechanical Permit: _____

Sewer Availability Charge: _____

Sewer Connection Permit: _____

E911 Address Assignment: _____

Mailbox Support/Install: _____

Culvert: _____

Subtotal: _____

TOTAL DUE: _____

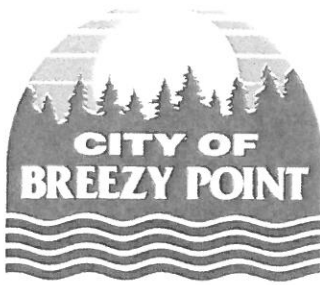
Plan Review: _____

State Surcharge: _____

State Surcharge: _____

State Surcharge: _____

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



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 _____