P.O. Box 550
102 Front Street North
Barnesville, MN 56514

CITY OF BARNESVILLE
MINNESOTA

PERMIT NO._____
DATE_____

Phone: (218) 354-2292
Fax: (218) 354-2472

BARNESVILLE BUILDING PERMIT APPLICATION

PERMIT APPLICANT IS: ☐ Owner ☐ Contractor ☐ Other **Anticipated Start Date**:

PERMIT SITE IS: ☐ City of Barnesville ☐ Barnesville Area Joint Powers

SITE	Job Address
	Legal Description
PROJECT	Type of Property: ☐ Residential ☐ Multiple ☐ Commercial ☐ Industrial
	Class of Work: ☐New Construction ☐Addition ☐Interior Remodeling ☐Exterior Repairs ☐Moved-in Structure ☐Demo
	Site plans are required for New Construction, Additions & Moved-In Structures. Site plan submitted: ☐ Yes ☐ No
	Additional description of work
	Total Valuation:_____ **MATERIAL + LABOR (EVEN IF SELF)= VALUATION** Total Square Feet:_____

OWNER	Owner	Phone Number
	Owner Address	Cell Number
	City, State, Zip	Fax Number
CONTRACTOR	Company Name	Contact Person
	Contractor Physical Address	Phone Number
	Contractor Mailing Address	Cell Number / Fax Number
	City, State, Zip	License Number / Policy #
	Insurance Company Name	Expiration Date / Expiration Date
SUBCONTRACTORS	Architect/Designer	Heating Contractor
	Plumbing Contractor & License #	Electrical Contractor & License #
	Framing Contractor	Roofing Contractor

I hereby apply for a Building Permit and acknowledge that the information above is complete and accurate; that this is not a permit; that the work will be performed in accordance with the conditions of the permit, the approved plans and specifications, and the Minnesota State Building Code; and, that I will cause the work to remain accessible and exposed for inspection purposes.

Applicant further understands and agrees that once a building permit is issued, the permit becomes void if construction is not begun, is suspended or abandoned within 180 days at any time after work is commenced. Applicant understands and agrees that all provisions of the 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 state or local law regulating construction of the performance of construction.

The applicant understands and agrees that the City will review the plans and conduct periodic construction observations. The applicant further understands and agrees that the City's review of the plans and/or construction does not constitute either an explicit or implied certification that all aspects of the plans and/or construction comply with all requirements of all codes. The City will provide continuous on-site observation of construction. The applicant at all times remains responsible for ensuring that the plans and specifications comply with all requirements of all codes and accepts full responsibility for all workmanship and construction.

The permit applicant/holder is in control of the construction project, the permit applicant/holder agrees to indemnify and hold the City harmless from any and all claims, demands, loss, cost, expenses, or causes of action, arising out of the City's review, or failure to review the building plans, the City's inspection or observation, or failure to inspect or observe, any aspect of the construction project, and/or failure of the construction project, and/or failure of the construction project to comply with the building codes. This agreement applies to any such claim brought by any subsequent purchaser or owner of the property.

Signature of Applicant	Date

Are you as the homeowner acting as the General Contractor? ☐ YES ☐ NO
If YES, please complete and sign section below.

I understand that the State of Minnesota requires that all residential building contractors and residential remodelers obtain a state license unless they meet an exemption from licensure. As the homeowner who is building or improving my own home, I am exempt from state licensure as long as I am not in the business of building or remodeling residential real estate for the purpose of speculation or resale. I guarantee that the property that I am obtaining a permit for, located at _____ _____is the first residential property that I have built or remodeled in the past twelve (12) months.

Furthermore, I understand that some of the subcontractors hired by me are required to be licensed by the state. Those most likely to require licensure are plumbers, electricians, roofers and any subcontractor who performs more that one skill.

(If you are uncertain whether or not a subcontractor is required to be licensed, you may contact the MN Department of Commerce, Enforcement Division, at (612) 296-2594 or 1-800-657-3602. If unlicensed, non-exempt contractors are hired, the homeowner will not have the ability to make a claim against the contractor's recovery fund to compensate for the contractor's failure to perform or fraudulent and dishonest practices.)

_____ _____
Date Homeowner's Signature

FOR OFFICE USE ONLY:

Special Conditions or special approval:_____

Permit Fee:_____ State Surcharge:_____

Investigation Fee:_____

Signature of Building Official_____ Date_____

Paid_____ Date_____

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FREQUENTLY ASKED QUESTIONS ABOUT BUILDING PERMITS

When do I need a building permit?

Building permits are required for virtually any new construction, addition, remodeling project, or structural alteration as well as mechanical, electrical, and plumbing projects. Any work started without an approved building permit is subject to a stop work order and an investigative fee (equal to the permit fee) will be charged to the contractor.

Why do I have to get a building permit?

The building code, which is the collection of rules and regulations governing construction projects (both new and/or remodel work), requires you to obtain a permit before doing certain types of construction. The building code is adopted by the City of Barnesville as a law. Permits allow the City of Barnesville to know when you are building or adding to a structure so that our staff knows which jobs need to be inspected. A permit also establishes a record of the construction and remodeling history of your property, which can be important when it comes time to sell, refinance, or insure your home.

What work is exempt from a permit?

a) One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet
b) Sidewalks, driveways and other flat concrete work
c) Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work
d) Prefabricated swimming pools that are less than 24 inches deep
e) Swings and other playground equipment

How do I get a permit?

Come to City Hall at 102 Front Street North. Make sure you know the address of the property where the work will be done. Bring a sketch or plan for what you would like to do and an estimate of how much the project is going to cost. If you are having contractors do part or all of the work, make sure you ask them if they will be obtaining the permit.

How long does it take to receive a permit?

Please allow 48 hours for the city staff to process your permit request. Once the review is completed, you will be contacted by City Hall staff regarding how to pick up the permit and pay the fee.

What documents need to be submitted when applying for a new construction permit?

For new construction projects, a complete plan must be submitted. It shall include a site plan, floor plan, elevations and typical wall cross sections including the size and depth of the foundation. (Sample attached). It does not have to be to scale but shall show dimensions to clearly illustrate the intent of the work being done. The site plan shall show distances to property lines. A curb, sidewalk or fence are not property lines. The owner is responsible for location and conformance with required setback and side yard distances.

I'm building a shed. What are the City's requirements?

If your shed will be larger than 120 square feet (10' x 12'), then you will need a permit. Whatever the size, it must be at least 5 feet from the rear or side property lines and be completely behind the house.

What is the cost of a permit?

Permit fees are based on the estimated cost of the work being done. This includes all plumbing and mechanical costs. For people doing their own labor, the estimated cost should be based on the amount the project would cost if a licensed contractor was hired to do the total job. (See table below.)

Can only licensed contractors apply for a permit?

Minnesota State Law requires that all contractors building or remodeling 1 to 4 unit residential dwellings must be licensed by the State of Minnesota. Under certain circumstances, a homeowner may act as the general contractor for their own home. An owner cannot legally obtain a building permit for an unlicensed contractor. Owners who obtain building permits give up certain rights including the right to make a claim against the Minnesota State Recovery Fund to compensate for the contractor's failure to perform or fraudulent and dishonest practices.

Do all inspections on the permit card need to be completed?

If you have applied for a permit for home improvements, such as residing, decks, steps, garage, shingling projects, remodeling, additions, etc., you will be issued a permit inspection card. The card may have many inspections that do not apply to your project, those inspections that do apply, must be completed, initialed and dated by the building inspector.

When is an inspection completed?

YOU ARE REQUIRED TO CALL FOR INSPECTIONS such as footings, framing, insulation, wallboard and your final. Please give 48 hours notice.

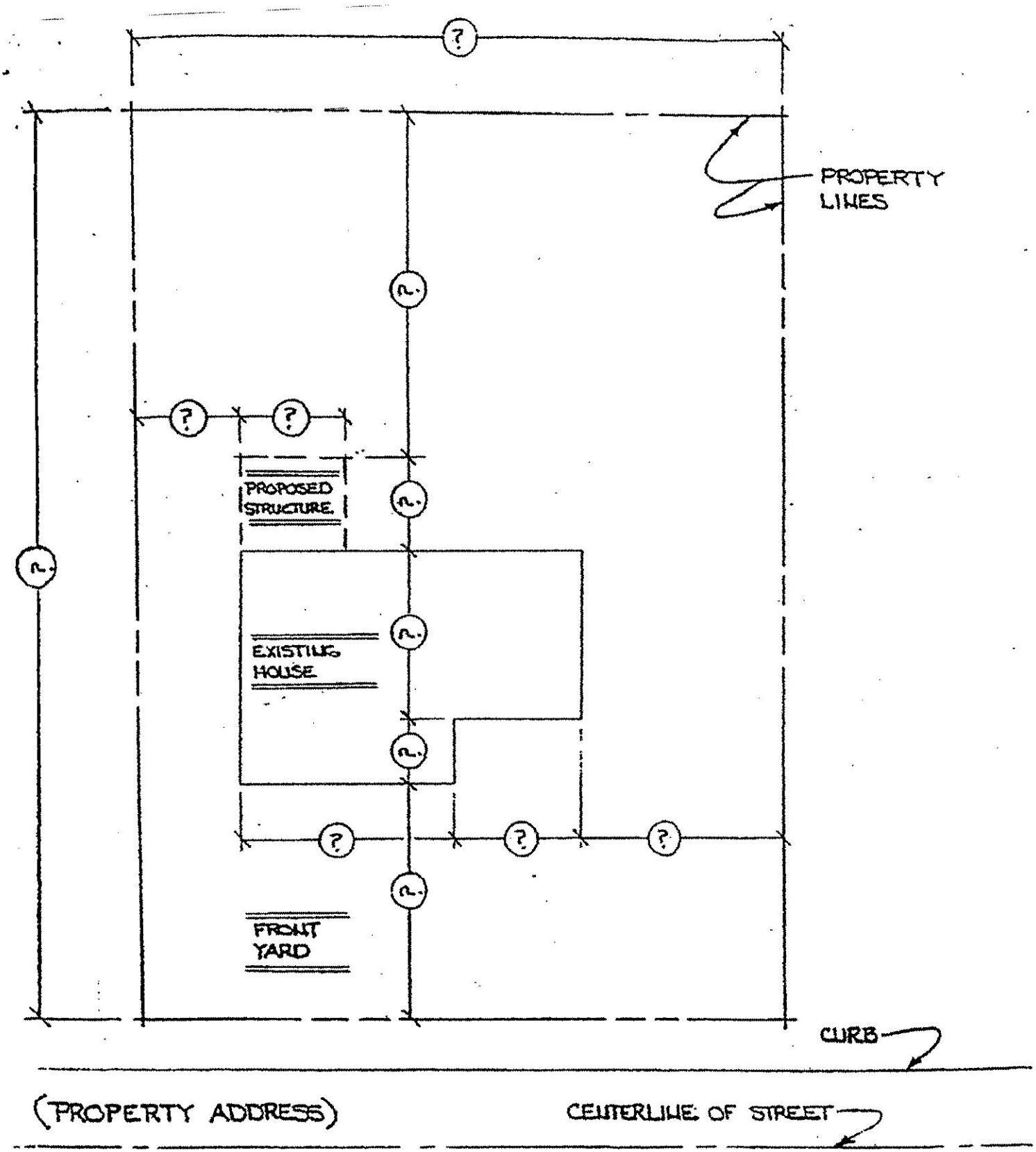
Who do I contact with questions?

Don Sakry is both the Residential and Commercial Building Inspector. He can be reached at (218) 354-2394 or by cell at (701) 371-6441.

BARNESVILLE BUILDING PERMIT FEE SCHEDULE

TOTAL VALUATION	FEE
$1 - $500	$15
$501 - $2,000	$15 for the first $500 plus $2.00 for each additional $100
$2,001 - $25,000	$45 for the first $2,000 plus $9.00 for each additional $1,000
$25,001 - $50,000	$252 for the first $25,000 plus $6.50 for each additional $1,000
$50,001 - $100,000	$414.50 for the first $50,000 plus $4.50 for each additional $1,000
$100,001 - $500,000	$639.50 for the first $100,000 plus $3.50 for each additional $1,000
$500,001 - $1,000,000	$2,039.50 for the first $500,000 plus $3.00 for each additional $1,000
$1,000,000 and up	$3,539.50 for the first $1,000,000 plus $2.00 for each additional $1,000
Other Inspections and Fees:	
Inspections outside of normal business hours (minimum charge – 2 hours)	$30.00 per hour*
Reinspection fee assessed under provisions of Section 305 (g)	$30.00 per hour*
Inspections for which no fee is specifically indicated (minimum charge – ½ hour)	$30.00 per hour*
Additional plan review required by changes, additions or revision to approved plans (minimum charge – ½ hour)	$30.00 per hour*
Moving Permits (to be obtained by a Licensed Mover)	$50.00
Demolition Permits (Houses & detached buildings)	$50.00
Re-Roof Permits	$25.00 + $5 state surcharge
Windows Replacement (where no frame is removed)	$25.00 + $5 state surcharge
State Surcharge Fee (applies to all permits except the moving permit and demolition permit) The State of Minnesota surcharge as per law is .0005 per thousand ($0.50 per $1,000) to $1,000,000.00.	

*****or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.



SITE PLAN (VERIFY SCALE)

NORTH (VERIFY DIRECTION)

New Construction Energy Code Compliance Certificate

Per N1101.8 Building Certificate. A building certificate shall be posted in a permanently visible location inside the building. The certificate shall be completed by the builder and shall list information and values of components listed in Table N1101.8.

Date Certificate Posted	
Mailing Address of the Dwelling or Dwelling Unit	**City**
Name of Residential Contractor	**MN License Number**

THERMAL ENVELOPE

Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply								Other Please Describe Here
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate	
Below Entire Slab										
Foundation Wall										Type in location: interior exterior or integral
Perimeter of Slab on Grade										
Rim Joist (Foundation)										Type in location: interior exterior or integral
Rim Joist (1st Floor+)										Type in location: interior exterior or integral
Wall										
Ceiling, flat										
Ceiling, vaulted										
Bay Windows or cantilevered areas										
Bonus room over garage										
Describe other insulated areas										

RADON SYSTEM

	Passive (*No Fan*)
	Active (*With fan and monometer or other system monitoring device*)

Windows & Doors	
Average U-Factor (*excludes skylights and one door*) U:	
Solar Heat Gain Coefficient (SHGC):	

Heating or Cooling Ducts Outside Conditioned Spaces	
	Not applicable, all ducts located in conditioned space
	R-value

MECHANICAL SYSTEMS

Appliances	Heating System		Domestic Water Heater		Cooling System	
Fuel Type						
Manufacturer						
Model						
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:	
Structure's Calculated	Heat Loss:				Heat Gain:	
Efficiency	AFUE or HSPF%				SEER:	
					Calculated cooling load:	

Make-up Air *Select a Type*

	Not required per mech. code
	Passive
	Powered
	Interlocked with exhaust device. Describe:
	Other, describe:
Location of duct or system:	
	Cfm's
	" round duct OR
	" metal duct

Mechanical Ventilation System

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):

Select Type

	Heat Recover Ventilator (HRV) Capacity in cfms:	Low:		High:	
	Energy Recover Ventilator (ERV) Capacity in cfms:	Low:		High:	
	Continuous exhausting fan(s) rated capacity in cfms:				
	Location of fan(s), describe:				
	Capacity continuous ventilation rate in cfms:				
	Total ventilation (intermittent + continuous) rate in cfms:				

Combustion Air *Select a Type*

	Not required per mech. code
	Passive
	Other, describe:
Location of duct or system:	
	Cfm's
	" round duct OR
	" metal duct

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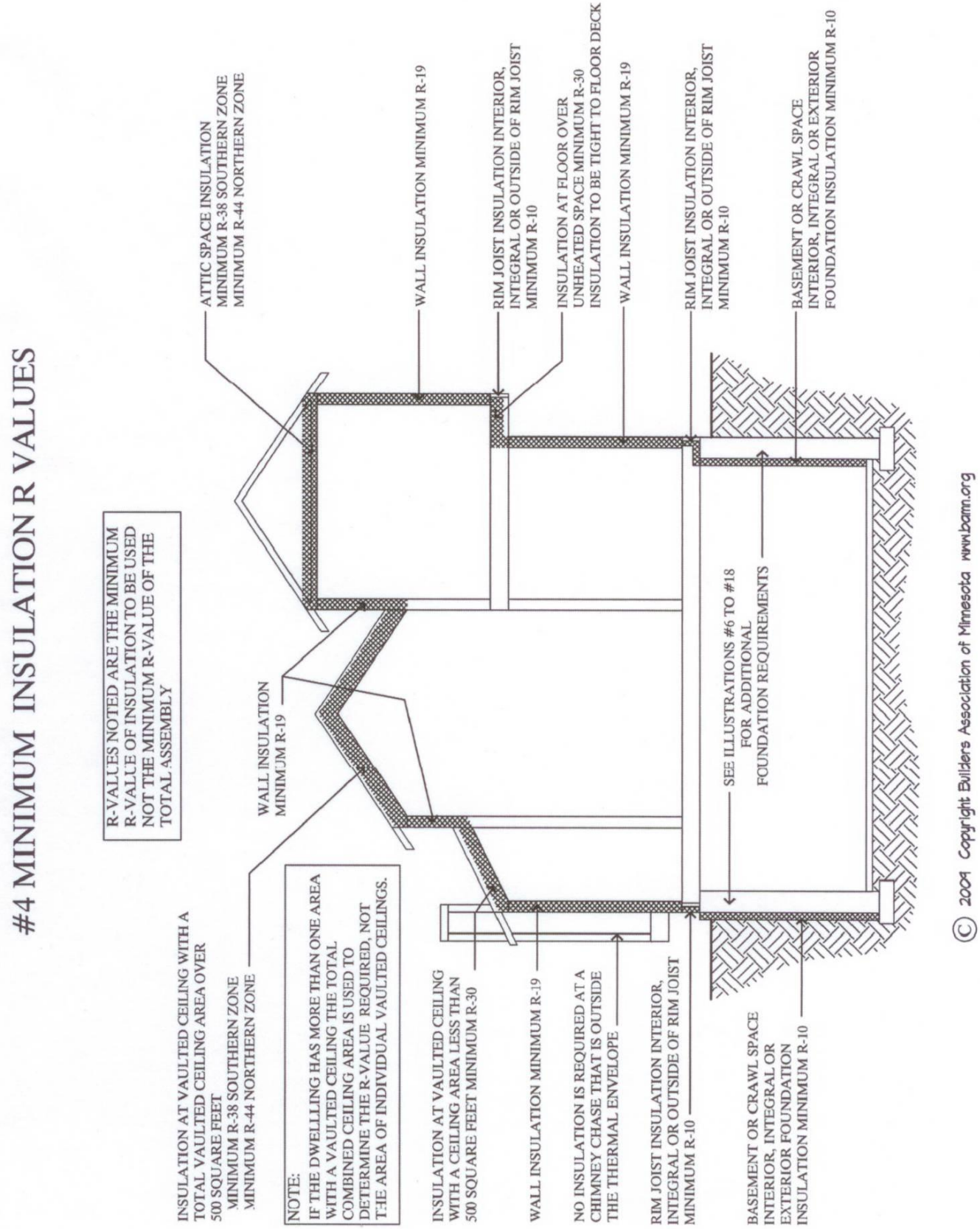
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