

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

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



PERMIT NO. _____ DATE _____
--

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: <input type="checkbox"/> Residential <input type="checkbox"/> Multiple <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial			
	Class of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Interior Remodeling <input type="checkbox"/> Exterior Repairs <input type="checkbox"/> Moved-in Structure <input type="checkbox"/> Demo			
	Two site plans are required for New Construction, Additions & Moved-In Structures. Site plan submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Number of Windows: _____ Number of Buildings Reroofed: _____ Egress Window <input type="checkbox"/> Yes <input type="checkbox"/> 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 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. This document becomes a permit after it is signed and dated.

Applicant further understands and agrees that once a building permit is issued, the building permits are valid for 180 days and are non-refundable. If your project is not completed or an inspection is not requested within 180 days from the issuance of the permit, your file and building permit will be considered closed and our responsibility for inspections will cease. 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.

It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.

The applicant understands and agrees that the City will review the plans and conduct periodic inspections for code violations. 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 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 than 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:

CITY ZONING

Zoning District _____ Property Dimension _____ Property Area _____

Building Area _____ Lot Coverage _____ Floor Area Ratio _____

Front Setback _____ Rear Setback _____ Side Setbacks _____

Building Height _____

It is hereby certified that this proposed project meets zoning requirements for the City.

Zoning Approval Signature _____ Date Approved _____

Special Conditions or special approval: _____

Permit Fee: _____ State Surcharge _____ **TOTAL:** _____

Signature of Building Official _____ Date _____

Building Permit Fee PAID _____ **Date** _____

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



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

IMPORTANT INSPECTION INFORMATION

Our goal is to do building inspections when the work is in progress or being performed. For best results, it is advisable to call a minimum of 48 hours in advance of the needed inspection. In the event that this work is being done on evenings, weekends or holidays, we ask that you fill out the **Self-Certification Form** which is available at City Hall for the following types of work:

- MECHANICAL
- REROOF
- SIDING
- FENCE
- MISCELLANEOUS REPAIRS
- WINDOWS/DOORS - If Same Size/Smaller - Enlarged Size requires a remodeling permit

A minimum of one inspection will be required on your project. **CALL Sid Fossan 218-689-7539 TO SCHEDULE AN INSPECTION. Sid plans to be in Barnesville Wednesday and Friday mornings.**

The building permits are valid for 180 days and are non-refundable. If your project is not completed or an inspection is not requested within 180 days from the issuance of the permit, your file and building permit will be considered closed and our responsibility for inspections will cease.

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.

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 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 is not property lines. The owner is responsible for location and conformance with required setback and side yard distances.

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?

The owner or the owners agent (contractor) may 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 required?

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?

Sid Fossan is the Building Official; he can be reached at (218) 689-7539.

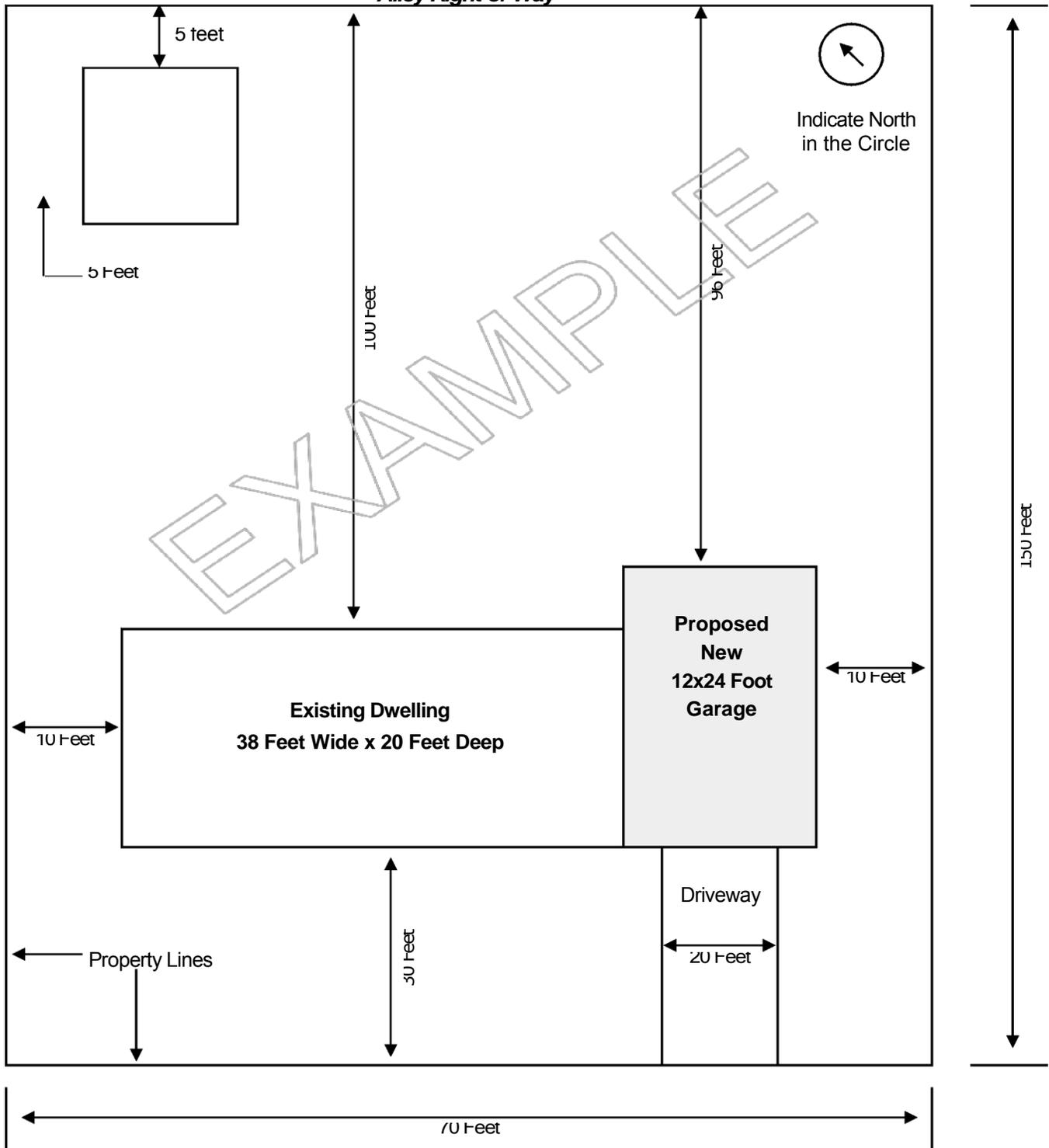
BARNESVILLE BUILDING PERMIT FEE SCHEDULE

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*
Inspections outside of normal business hours (minimum Charge – 2 hours)	\$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 + \$1 state surcharge
Window Replacement (where no frame is removed)	\$25.00 + \$1 state surcharge
State Surcharge Fee (applies to all permits except the moving permit and demolition permit) The State of Minnesota surcharges as per law is .0005 per thousand (\$.50 per \$1,000) to \$1,000,000.00	

* Or the 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

Attached Structure - SITE PLAN EXAMPLE
(Check your local jurisdiction for required setbacks)

Alley Right-of-Way



SITE PLAN FOR ATTACHED GARAGE ADDITION

Scale 1" = 10'

(Example Address Below)

100 Jackson Road, Peace and Quiet, Minnesota 56000; Phone 218-123-4567

Site Plan Grid

Name: _____

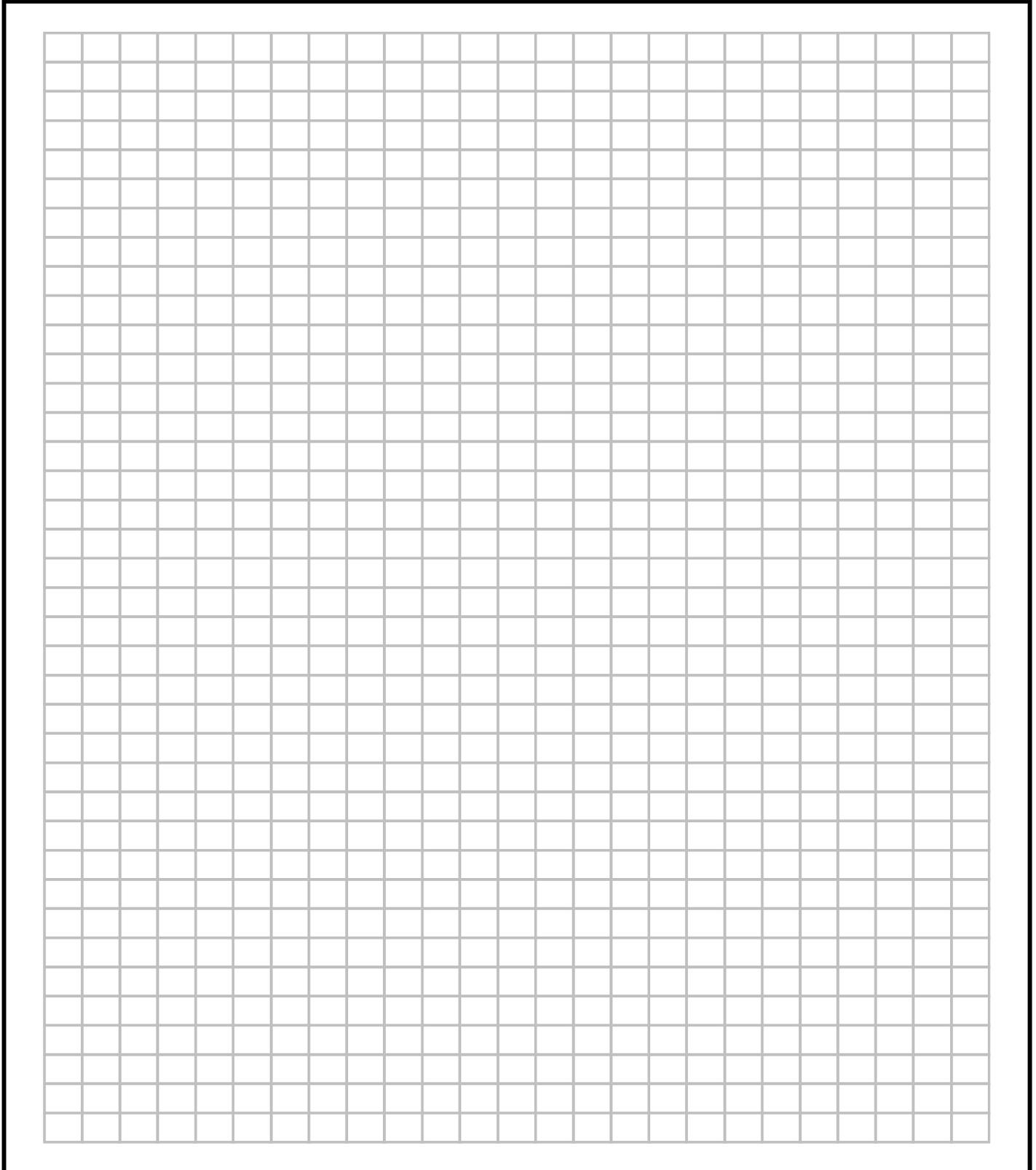
Date: _____

All sketches must be drawn to scale and contain the following information: North Arrow, all abutting streets and alleys with street names, dimensions of lot or lots, all existing buildings on lots, proposed buildings, and distances from all property lines to existing and proposed buildings and distances from building to building.



Indicate North in the Circle

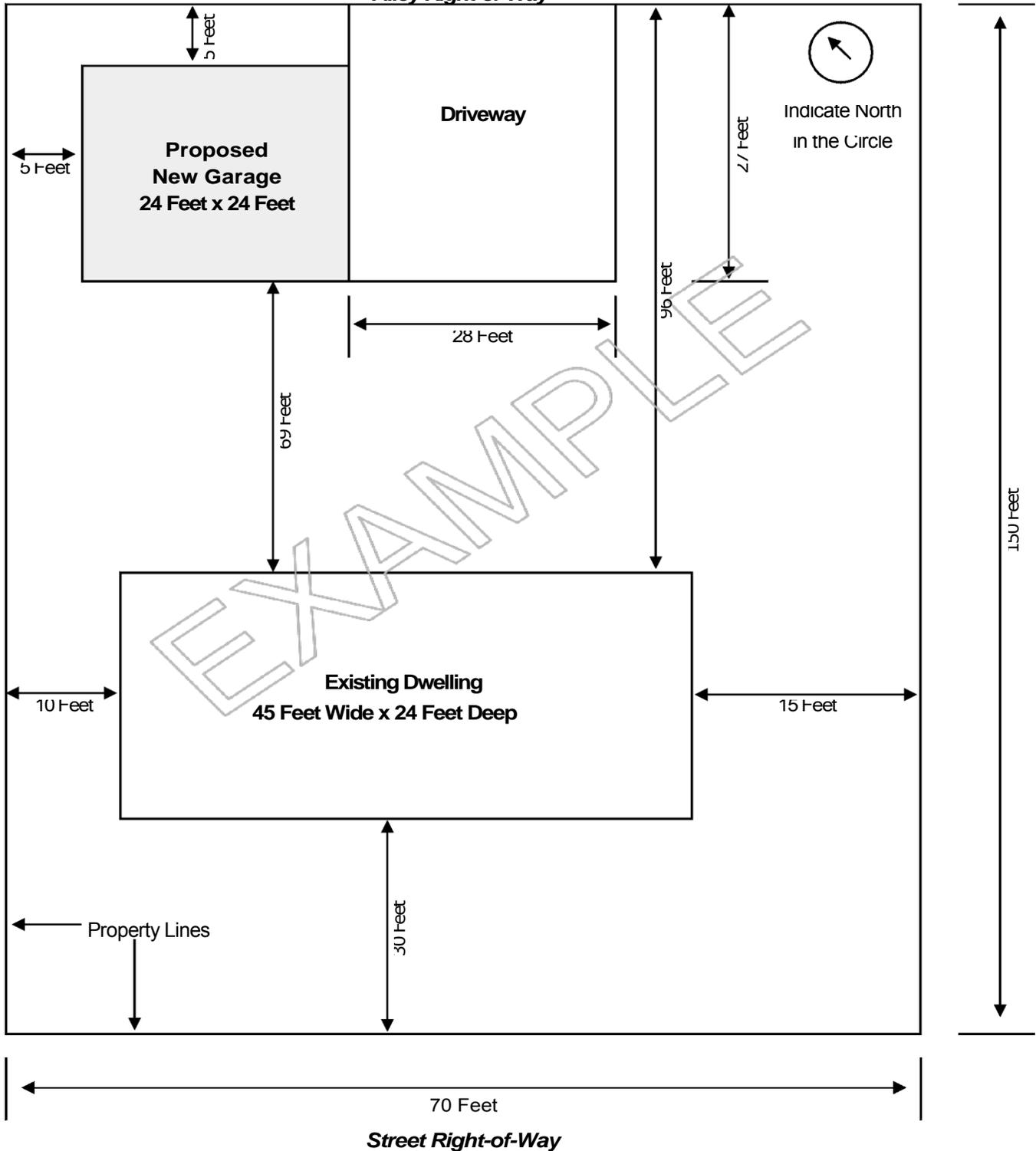
(Check with the City of Barnesville for Required Setbacks)



(See example). Crosshatch all proposed buildings. Label property lines. Scale 1/4" =

Detached Structure - SITE PLAN EXAMPLE
(Check your local jurisdiction for required setbacks)

Alley Right-of-Way



SITE PLAN FOR DETACHED GARAGE

Scale 1" = 10'

(Example Address Below)

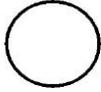
100 Jackson Road, Peace and Quiet, Minnesota 56000; Phone 218-123-4567

Site Plan Grid

Name: _____

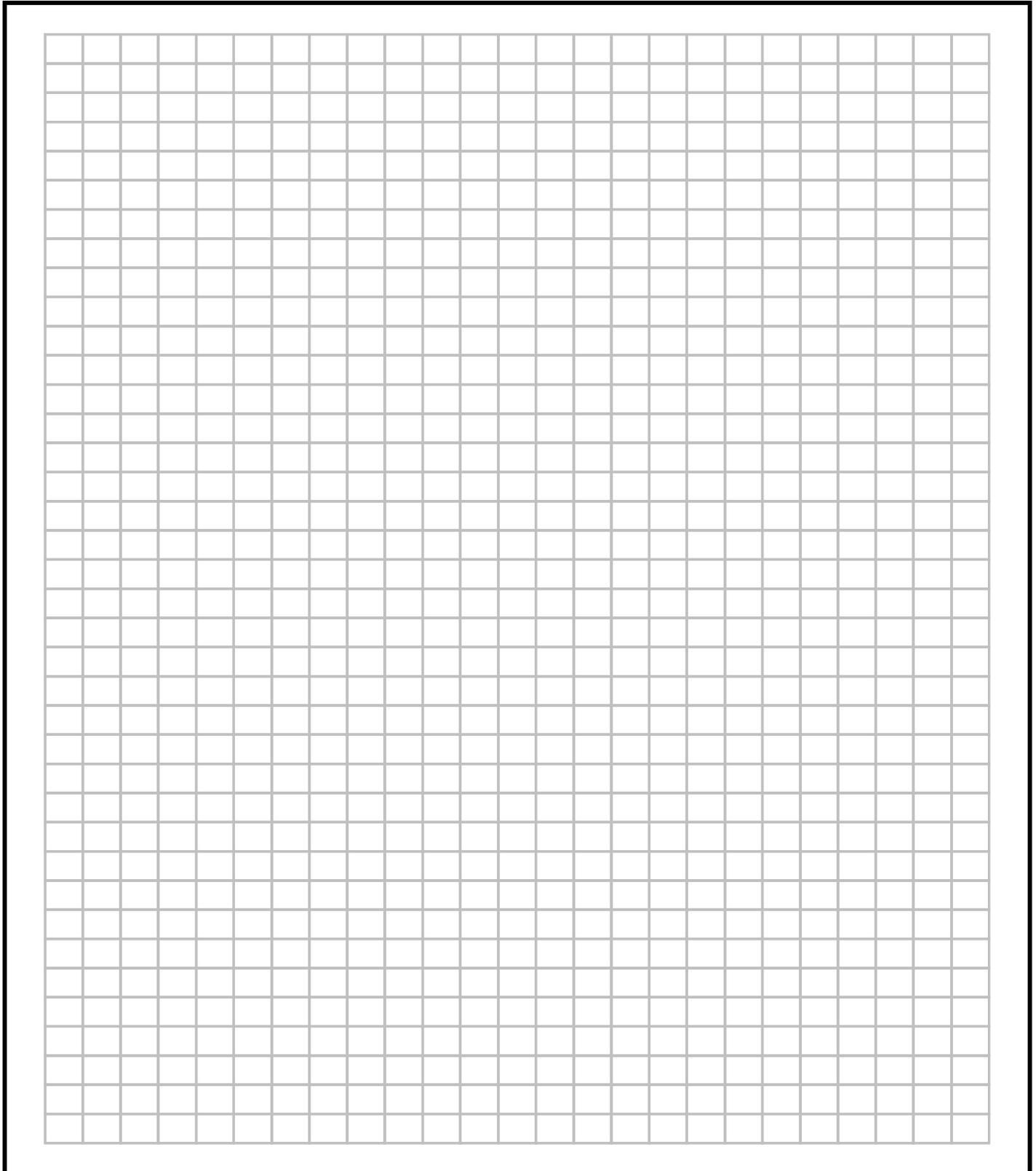
Date: _____

All sketches must be drawn to scale and contain the following information: North Arrow, all abutting streets and alleys with street names, dimensions of lot or lots, all existing buildings on lots, proposed buildings, and distances from all property lines to existing and proposed buildings and distances from building to building.



Indicate North in the Circle

(Check with the City of Barnesville for Required Setbacks)



(See example). Crosshatch all proposed buildings. Label property lines. Scale 1/4" =

Single Family Residential Wall Section (Basement)

Furnished by the City of Barnesville

Roof Rafters – Trusses, TGIs, Conventional Framing Members (2x6; 2x8; 2x10; 2x12) or other. Circle one or more that apply. **(#1)**

Provide attic ventilation at a rate of one sq/ft per 300 sq/ft equally split at the ridge and eave.

Provide diagonal bracing in all gable ends if using manufactured trusses.

Type of roofing material/shingles **(#2)**

Wind wash barrier must go to the underside of the truss top cord.

Continuous vented soffit material.

Ice and water barrier required.

Metal drip edge and fascia board.

Header size **(#3)**

Type of drainage plane **(#4)**
(ex. Building Paper, Tyvek, Typar, etc.)

Wall sheathing **(#5)**

Include flashing on all windows/doors and all openings.

Type of siding **(#6)**

Provide Code compliant insulation to rim joist area. Include vapor barrier or alternative to this area.

Minimum 1/2 inch diameter anchor bolts with a 7 inch minimum concrete embedment. Not to exceed 6 feet on center. Not less than two bolts per sill member or exceeding 12 inches from corners or openings. Reduction in block width requires the course below the reduction be of solid masonry or be slugged solid. Vertical reinforcement to coincide with anchor bolt locations, typical. See Building Code for vertical bar minimum spacing requirements.

Masonry and placed concrete wall thickness and vertical reinforcing per Code. Vertical reinforcement to coincide with anchor bolt locations, typical. Concrete and masonry foundations inclosing useable or habitable spaces are required to have waterproofing applied.

Footing size **(#7)**
(Example 20" wide by 10" thick) Minimum footing depth of 60" below finish grade.

Install a perforated drain tile with a rock cover that extends at least 6 inches above the top of the footing and not less than 12 inches beyond the outside edge of the footing covered with filter fabric or sock tile. Form-a-Drain and sleeved drain tile also comply.

Rafter ties.

Provide attic access with a rough opening not less than 22"x30".

5/8 inch gypsum board over a 4 mil vapor barrier or alternate (must be completely sealed). Provide Code compliant attic insulation.

Provide Code compliant wall insulation. 4 mil vapor barrier or alternate (it must be sealed). 1/2 inch gypsum board.

Sill plate.

Joist – Conventional Framed, TGIs, Truss Joist or Other – Provide size and circle type of floor joist being used. **(#8)**

Grade Line

Suggestion - angle clips for connecting the joists to the sill (the joist nearest to the anchor bolt). Connect with 1 1/2" x 1 1/2" x 2 1/2" long angle brackets, 18 gauge minimum fastened with (3) 1 1/2" x 8d nails in each leg of the angle bracket.

Provide Code compliant insulation from the top of the wall down to the top of the floor (if using foam plastic insulation a thermal barrier must be directly applied).

Provide a minimum 4" granular or rock base. Install a 6 mil vapor barrier with joints lapped not less than 12 inches. Include radon protection.

Provide slab thickness **(#9)**

Provide a sump crock 20"x20" 30" deep with sealed cover.

I agree to the building systems provided in this document.

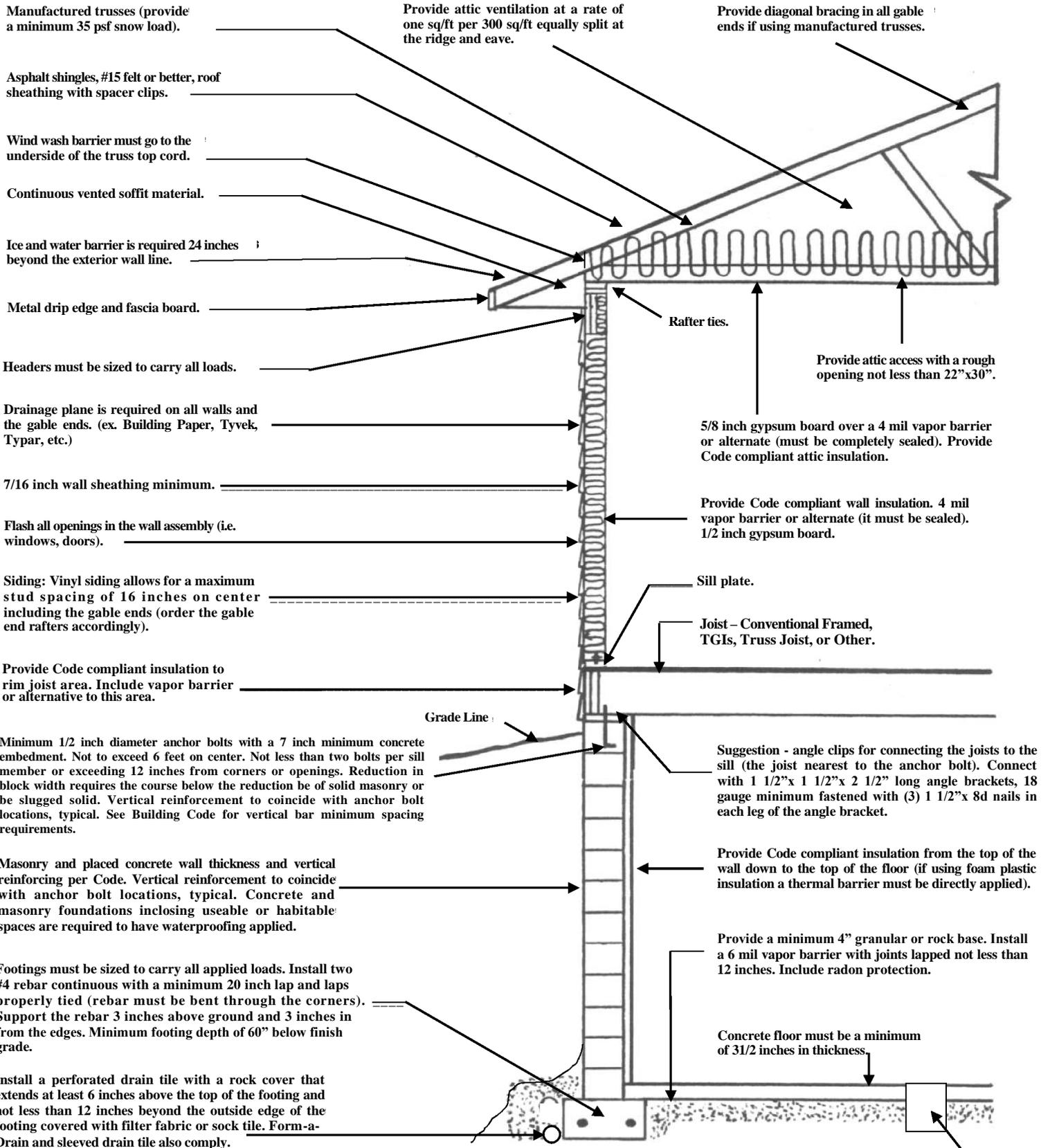
Signature _____

Date _____

Before submitting permit application, provide information as requested on numbered lines (1-9).

Single Family Residential Wall Section (Basement) - Example :

Furnished by the City of Barnesville



The City of Barnesville
 PO Box 550, 102 Front Street North
 Barnesville, MN 56514 Phone: 218-354-2292

Please provide information on the reverse side of this sheet as it applies to your project.

Provide a sump crock 20"x20" x 30" deep with sealed cover.

Building Permits

Length of Permit and Extensions

SECTION R104 DUTIES AND POWERS OF THE BUILDING OFFICIAL

R104.1 General. The *building official* is hereby authorized and directed to enforce the provisions of this code. The *building official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in conformance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

R105.5 Expiration. Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced. The *building official* is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

R105.6 Suspension or revocation. The *building official* is authorized to suspend or revoke a *permit* issued under the provisions of this code wherever the *permit* is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

The Code language in **R104.1** provides the Building Official the authority to administer the building code. The Code language in **R105.5** and **R105.5** provides information about the length and possible suspension or revocation of a permit.

The expiration section to most is confusing. I am presenting my interpretation of these sections and will apply this interpretation with regards to all the permits I issue.

First, the building code has never intended for permits to go on and on into perpetuity. So those of you who believe you can obtain a permit, begin within the 180 day time period and then stop and restart prior to the next 180 days are working under a false premise. This perpetuity approach is not acceptable to me and my interpretation of these code sections.

My interpretation of this issue is as follows. For most small projects such as siding, roofing, interior and exterior remodeling, window replacement, sheds, garages and other similar construction activities you will have 180 days to complete your project unless you apply in writing for an extension. You will have to prove hardship of some kind for an extension.

If you are building a house or other large commercial or residential building I will grant the 180 day extension with the issuance of the permit. You will have to prove hardship of some kind for an extension.

To recap, you have 180 days (6 months) to complete small to moderate projects and 360 days (one year) to complete larger projects like a house, an addition or a commercial project.

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										RADON SYSTEM	
Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply								Passive (No Fan)	
		Non or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocynurate	Active (With fan and monometer or other system monitoring device)	
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 (1 st 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											

Windows & Doors	Heating or Cooling Ducts Outside Conditioned Spaces
Average U-Factor (excludes skylights and one door) U:	Not applicable, all ducts located in conditioned space
Solar Heat Gain Coefficient (SHGC):	R-value

MECHANICAL SYSTEMS					Make-up Air <i>Select a Type</i>			
Appliances	Heating System		Domestic Water Heater		Cooling System		Not required per mech. code	
Fuel Type							Passive	
Manufacturer							Powered	
Model							Interlocked with exhaust device. Describe:	
Rating or Size	Input in BTUS:		Capacity in Gallons:		Output in Tons:		Other, describe:	
Structure's Calculated	Heat Loss:		XXXXXXXXXX		Heat Gain:		Location of duct or system:	
Efficiency	AFUE or HSPF%		XXXXXXXXXX		SEER:		Cfm's	
					Calculated cooling load:		" round duct OR	
							" metal duct	

Mechanical Ventilation System						Combustion Air <i>Select a Type</i>	
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):							
<i>Select Type</i>							
Heat Recover Ventilator (HRV) Capacity in cfm's:	Low:		High:		Not required per mech. code		
Energy Recover Ventilator (ERV) Capacity in cfm's:	Low:		High:		Passive		
Continuous exhausting fan(s) rated capacity in cfm's:				Other, describe:			
Location of fan(s), describe:				Location of duct or system:			
Capacity continuous ventilation rate in cfm's:				Cfm's			
Total ventilation (intermittent + continuous) rate in cfm's:				" round duct OR			
				" metal duct			