

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

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



|  |
|--|
| <b>PERMIT NO.</b> _____<br><b>DATE</b> _____ |
|--|

Return electronically to [cityforms@bvillemn.net](mailto:cityforms@bvillemn.net)

## BARNESVILLE BUILDING PERMIT APPLICATION

PERMIT APPLICANT IS:  Owner  Contractor  Other **Anticipated Start Date:** \_\_\_\_\_

PERMIT SITE IS:  City of Barnesville  Barnesville Area Joint Powers

|   |   |  |                                     |                 |
|---|---|--|-------------------------------------|-----------------|
| <b>SITE</b>   | Job Address   |  |                                     |                 |
|   | Legal Description   |  |                                     |                 |
| <b>PROJECT</b>  | 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 |  |                                     |                 |
|   | <b>Two site plans</b> 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: _____ <b>**MATERIAL + LABOR (EVEN IF SELF)= VALUATION**</b> Total Square Feet: _____ |   |  |                                     |                 |
| <b>OWNER</b>  | Owner   |  | Phone Number                        |                 |
|   | Owner Address   |  | Cell Number                         |                 |
|   | City, State, Zip  |  | Fax Number                          |                 |
| <b>CONTRACTOR</b>   | 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 |
| <b>SUBCONTRACTORS</b>   | 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 \_\_\_\_\_ Accessory Sq. Ft. \_\_\_\_\_

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: \_\_\_\_\_ Plan Review: \_\_\_\_\_ State Surcharge: \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

Signature of Building Official \_\_\_\_\_ Date \_\_\_\_\_

**Building Permit Fee PAID** \_\_\_\_\_ **Date** \_\_\_\_\_

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### 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. Concrete inspections require no less than a 24 hour lead time. Concrete will not be placed unless inspected. 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 Mike Blevins 701-532-1078 TO SCHEDULE AN INSPECTION.**

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?

Submit this form to City Hall at 102 Front Street North or e-mail it to [cityforms@bvillemn.net](mailto:cityforms@bvillemn.net). 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 3-5 business days 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?**

Mike Blevins is the Building Official; he can be reached at (701) 532-1078.

**BARNESVILLE BUILDING PERMIT FEE SCHEDULE**

| Total Valuation  | Fee  |
|--|--|
| \$1-\$500  | \$21   |
| \$501-\$2,000  | \$21 for the first \$500 plus \$2.75 for each additional \$100               |
| \$2,001-\$25,000   | \$62.25 for the first \$2,000 plus \$12.50 for each additional \$1,000       |
| \$25,001-\$50,000  | \$349.75 for the first \$25,000 plus \$9.00 for each additional \$1,000      |
| \$50,001-\$100,000   | \$574.75 for the first \$50,000 plus \$6.25 for each additional \$1,000      |
| \$100,001-\$500,000  | \$887.25 for the first \$100,000 plus \$5.00 for each additional \$1,000     |
| \$500,001-1,000,000  | \$2,887.25 for the first \$500,000 plus \$4.25 for each additional \$1,000   |
| \$1,000,000 and up   | \$5,012.25 for the first \$1,000,000 plus \$2.75 for each additional \$1,000 |
| <b>Other Inspections and Fees:</b>   |  |
| Plan Review Fee  | 40% of building permit fee   |
| Reinspection fee assessed under provisions of Section 305 (g)  | \$110.00 per hour*   |
| Inspections for which no fee is specifically indicated<br>(minimum charge – ½ hour)  | \$110.00 per hour*   |
| Inspections outside of normal business hours<br>(minimum Charge – 2 hours)   | \$110.00 per hour*   |
| Additional plan review required by changes, additions or revision to approved plans<br>(minimum charge – ½ hour)   | \$110.00 per hour*   |
| Moving Permits (to be obtained by a Licensed Mover)  | \$50.00  |
| Demolition Permits (Houses & Detached buildings)   | \$150.00 or \$25 for under 400 SF  |
| <b>State Surcharge Fee</b> (applies to all permits except the moving permit and demolition permit)<br>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