BUILDING PERMIT APPLICATION
City of St. Charles
507-932-3020

Date Received: _____ Received by: _____ Permit #: _____

----------**APPLICANT COMPLETE INFORMATION BELOW**----------

Project Address: _____ or PID #: _____
Legal Description: _____
Property Owner: _____ Phone: _____
Address: _____ City: _____ Zip: _____
General Contractor: _____ License #: _____ Phone: _____
Plumbing Contractor: _____ License #: _____ Phone: _____
Mechanical Contractor: _____ Phone: _____
Proposed Use [Check One]: Dwelling ___ Private Garage ___ Deck ___ Home Addition ___
Pole Building ___ Finish Basement ___ Three Season Porch ___ Business/Commercial ___
Fireplace ___ Reroof ___ Siding ___ Furnace ___ Water Heater ___ Other _____
Description of Project: _____
_____ Dimensions: _____
Use and Occupancy: _____ Type of Construction: _____
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. **REFUND POLICY**: Upon request of cancellation of building permits, refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice. **ZONING**: Have there been any prior requests or zoning issues with this property? ___

Name [please print]: _____ Address: _____
City: _____ Zip: _____ Phone: _____
Signature: _____ Date: _____

----------**CITY USE ONLY**----------

PLANNING: Zoning District: _____ Minimum Setbacks Required: Front _____
Side ____ Rear ____ Road Right-of-Way ____ Other: _____

Approved by: _____ Date: _____
Subject to the following conditions: _____

BUILDING INSPECTOR: Approved by: _____ Date: _____

----------**FEES**----------

Building Permit:	_____	Plan Review:	_____	St. Surcharge:	_____
Plumbing Permit:	_____	Plan Review:	_____	St. Surcharge:	_____
Mechanical Permit:	_____	Plan Review:	_____	St. Surcharge:	_____
Sewer/Water Inspect.	_____	Sanitary Distr.	_____	Water mtr/copp:	_____
Water Hookup:	_____	Sewer Hookup:	_____	Other:	_____
TOTAL DUE:	_____				

Date Issued: _____ **Issued By:** _____ **Receipt #:** _____

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I, _____, (print name) 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. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at _____, _____, is the first residential structure I have built or improved in the past 24 months. I also 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 Minn. Stat. §514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that 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 Minn. Stat. §326B.082, subd.16 and can also result in a fine of up to $10,000. I further state that I understand that the filing of a false statement with the City/Township of _____ may also result in criminal prosecution and/or civil penalties pursuant to applicable city/township ordinances and/or state statutes.

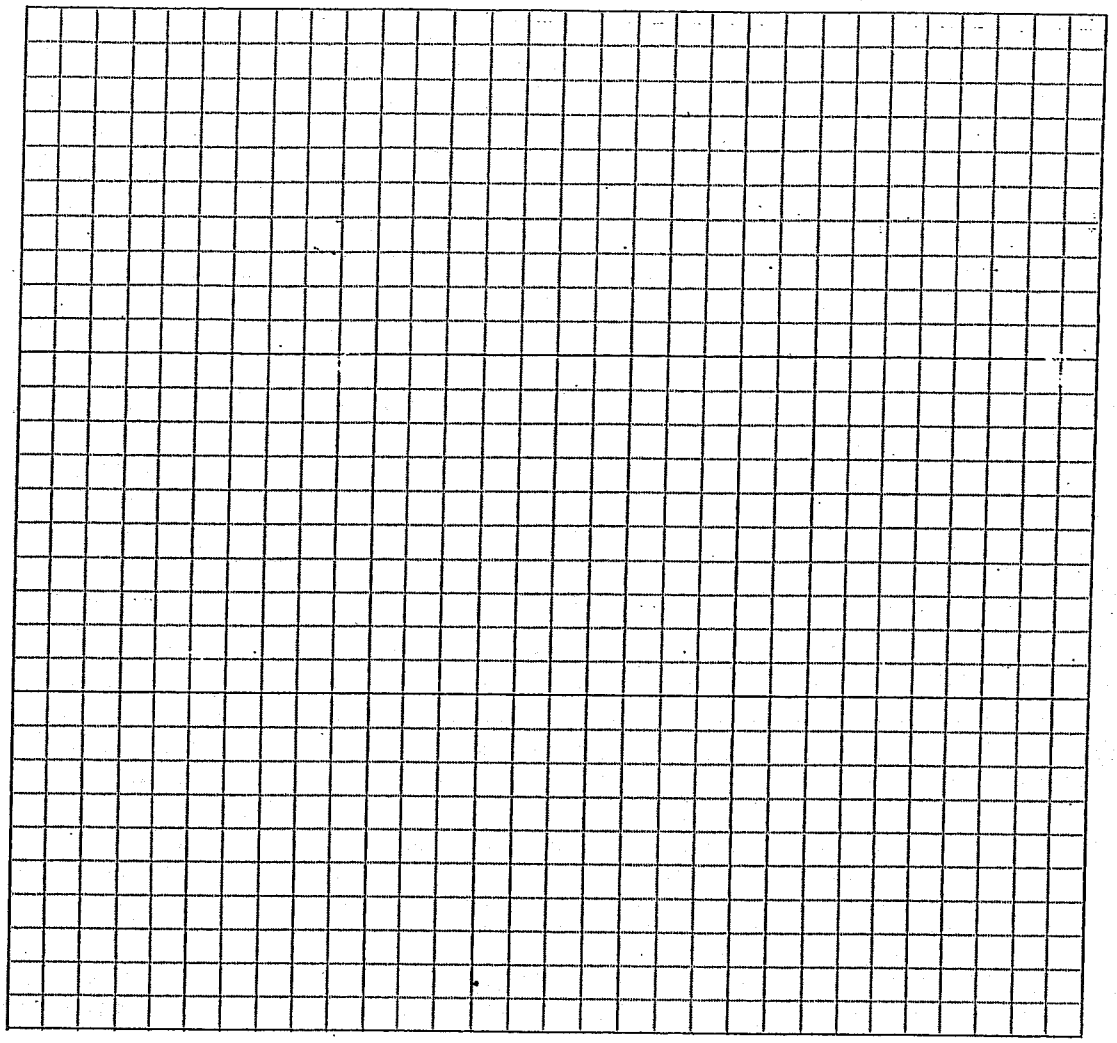
I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City/Township of _____ for compliance with all applicable building codes and city/township ordinances in connection with the work being performed on this property.

_____
Name (signature)

_____
Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069. The Web site is: www.doli.state.mn.us/contractor

PLOT PLAN



Include the following on the Plot Plan:

1. **Distance in feet from side lot lines.**
2. **Distance in feet from rear lot line.**
3. **Distance in feet from front lot line.**
4. **Height in feet.**
5. **Size of proposed structure.**
6. **Distance from other structures.**