

CITY OF ST. CHARLES BUILDING PERMIT PROCESS

HOME ADDITIONS

1) BUILDING PERMIT APPLICATION

The Applicant must complete all of Section A of the Building Permit Application. The Applicant must also include:

- a) A site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
- b) Two (2) complete sets of plans must be submitted which include rafter certifications and energy calculations.
- c) Building permit review and issuance normally takes 7-10 working days.
- d) Applicant is required to pay the Building Permit Fee when the Permit is received prior to construction. The Building Permit Fee is based on valuation established from State of Minnesota data sheets.
- e) All contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications. If the structure is to be built by the owner, the owner must sign the attached form certifying that the owner is acting as his or her own agent.

2) SETBACK REQUIREMENTS

New home additions must meet the following setback standards in order to receive approval of your Building Permit Application. If your new home does not meet these minimum standards you will need to meet with the City Administrator to discuss the possibility of requesting a variance from the St. Charles Planning & Zoning Commission.

- | | |
|--------------------|---------|
| a) Front setback: | 25 feet |
| b) Rear setback: | 25 feet |
| c) Side setback: | 10 feet |
| d) Corner setback: | 25 feet |

3) INSPECTIONS

The owner/builder is responsible for arranging or calling for all inspections. For a typical new home addition, the following inspections would be required:

- a) Footing/foundation (made before the concrete is poured)
- b) Poured foundation walls
- c) Framing
- d) Heating (mechanical rough-in)
- e) Plumbing rough-ins – below ground and above ground
- f) Insulation
- g) Fireplace – if applicable
- h) Final

Call Construction Management Services at (800) 940-2547 or 282-8206 for all inspections

4) GENERAL INFORMATION

- a) All structures except storage buildings under 120 sq. ft. require a building permit. Storage buildings under 120 sq. ft. must still comply with all applicable zoning regulations.
- b) Electrical permits must be arranged through the Minnesota State Electrical Inspector at (651) 345-5880.
- c) The plumbing plans for all commercial /industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A state plumbing inspection number must be secured through the Health Department prior to scheduling an inspection if done locally.
- d) Minnesota accessibility requirements and the energy code must be met on all structures. The accessibility requirements apply to all buildings except one and two family housing units and some multi-family structures. Compliance with the American's with Disabilities Act (ADA) is mandatory only on new construction or major remodeling. All others (i.e. existing buildings, historically registered structures) should consult with the ADA guidelines for further requirements. Under the present ADA guidelines, churches are exempt.

5) QUESTIONS

Please contact City Administrator at 507/932-3020.

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: _____

-----**FEEES**-----

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.

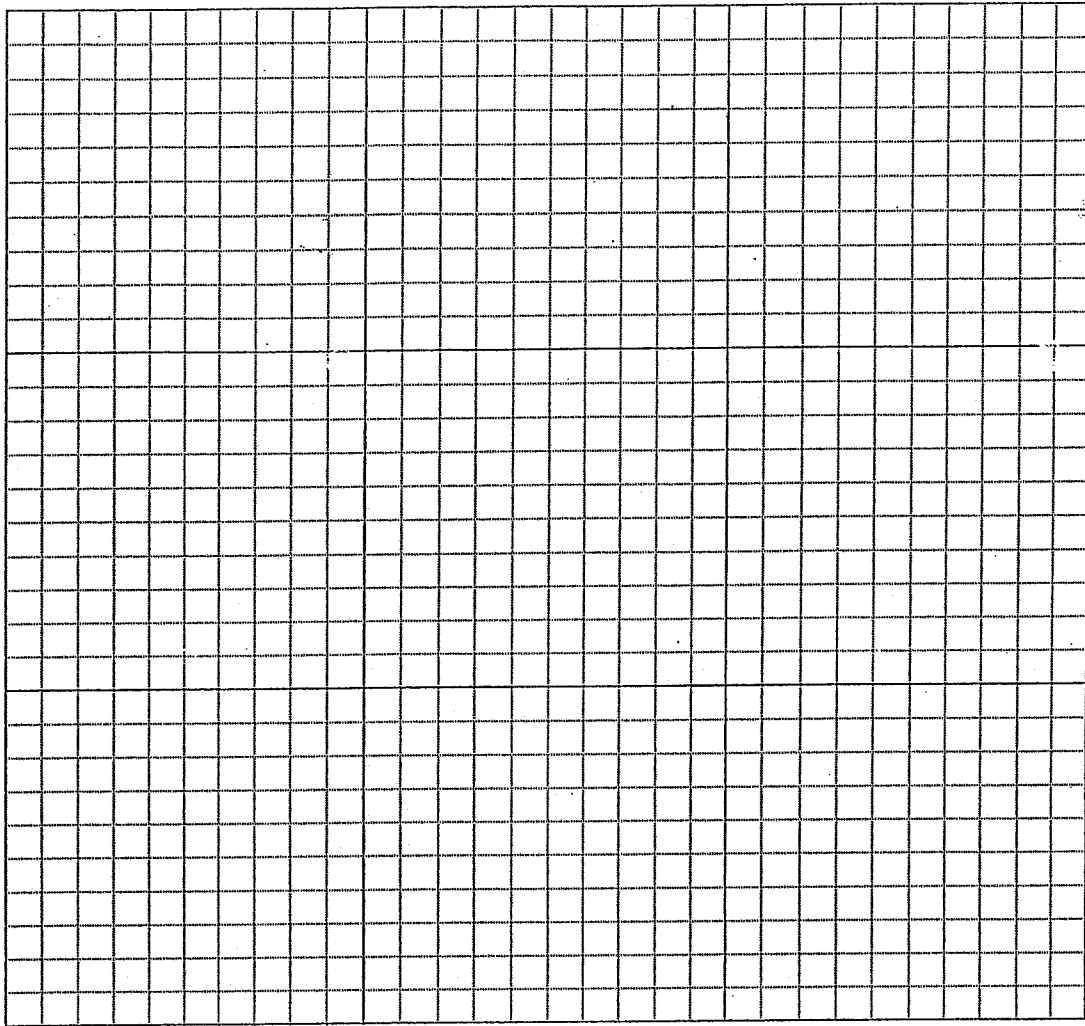
I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City/Township of _____ for compliance with all applicable building codes and city/township ordinances in connection with the work being performed on this property.

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.**

N1101.8 Certificate
 Builders Name/ Company

Date: _____

Site Address: _____

Contractor Name: _____

License Number: _____

Location	Type of Insulation	Installed R-Value	Type	Location	Size
			Makeup Air		
			Combustion Air		
			Water Heating		
			Manufacturer	Model	
			Ducts Outside of Conditioned Spaces		
			Location	R-Value	
			Interior, Exterior or Integral		
			Interior, Exterior or Integral		

Fenestration	Average U-Factor	SHGC (solar heat gain coefficient)	Radon Control	Passive <input type="checkbox"/>	Active <input type="checkbox"/>

Heating System	Type	Input Rating	AFUE	Manufacturer	Model	Calculated Heat Loss

Cooling System	Type	Output Rating	SEER	Manufacturer	Model	Cooling Load/Heat Gain

Mechanical Ventilation	Type	Location	Continuous Ventilation	Total Ventilation