

Building Permit

Clay County Planning &
Environmental Programs
807 11th Street North
Moorhead, MN 56560
Tel (218) 299-5002

Application Fee: \$25 plus \$1 per \$1,000 value

Owner	_____	Parcel # _____
Mailing Address	_____	Permit # _____
City	_____	Date Submitted _____
State, Zip	_____	60 Days _____
Day Phone	_____	Fee \$ _____
Cell Phone	_____	
Property Address	_____	
Subdivision	_____	Twp _____ Rng _____ Section _____
Legal Description	_____	

Applicant	<input type="checkbox"/> Applicant Same as Owner
Name	_____
Address 1	_____
Address 2	_____
City	_____
State, Zip	_____
Day Phone	_____

Structure Type

- Residence Garage
- Office Warehouse
- Deck Storage
- Ag. Building Intended Use: _____
- Other (specify): _____

Sewage Disposal

- Public
- Drainfield
- Holding Tank
- Alternative System

Water Supply

- Public
- Private Well

C) Structure Data**Project Dimensions**

- a. Length (ft.): _____
- b. Width (ft.): _____
- c. _____: _____
- d. Basement Area (sq. ft.): _____
- e. First Floor Area (sq. ft.): _____
- f. Second Floor Area (sq. ft.): _____
- g. Total Area (sq. ft.): _____ (d + e + f)

Type of Construction**Heating**

- | | |
|--|---|
| <input type="checkbox"/> Wood / Frame | <input type="checkbox"/> Oil |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Gas |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Pole Building | <input type="checkbox"/> Wood |
| <input type="checkbox"/> On-site Prefab | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Off-site Prefab | <input type="checkbox"/> Other (specify): _____ |

D) Shoreland Management / Flood Construction Data

(Complete the bordered area **only** if your property is located in a Shoreland or a Floodplain Zone)

Water Level Data (Required only if property is in flood plain)

- | | | |
|---|------------------------------------|----------------------------------|
| a. Datum: | <input type="checkbox"/> Sea Level | <input type="checkbox"/> Assumed |
| b. Highest known water level: | _____ | |
| c. Highest known ground water level: | _____ | |
| d. Ordinary highwater level: | _____ | |
| e. Base Flood (100 year) Elevation: | _____ | |
| f. Freeboard / required by ordinance: | _____ | |
| g. Floodway stage increase: | _____ | |
| h. Regulatory Flood Protection Elev. (RFPE) | _____ | (e+f+g) |

Shoreland Management / Flood Construction Data (continued)

(Complete the bordered area **only** if your property is located in a Shoreland or a Floodplain Zone)

Structure Elevation Requirements

In: N.G.V.D.

Proposed

Required

- a. Basement (or lowest floor): _____
- b. First Floor (above ground): _____
- c. Max Building Height: _____
- d. Fill Elevation Adjacent to Structure: _____

Project Cost Factors

Cost of Improvements: \$_____

Estimated Value of Existing Structure: \$_____

Percentage Cost of Improvements: \$_____ Total

BUILDING PERMIT FEE: \$25 plus \$1 per \$1000 value of the improvement

Summary of Supporting Attachments

- Site Drawing
- Elevation View
- Plan View
- Topo Survey
- Lot Profile
- Lighting Plan
- Plumbing
- Lot Survey
- Other (specify): _____

Zoning Certificate Issued: _____

I hereby certify with my signature that all data on my application forms, plans, and specifications are true and correct to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Township Officer _____ Date _____

____ APPLICATION IS HEREBY DENIED

____ PERMISSION IS HEREBY GRANTED TO: _____

All in accordance with the application, addendum form, plans, specifications, and all other supporting data, unless specified hereinafter in the GENERAL and/or SPECIAL PROVISIONS.

BY ORDER OF:

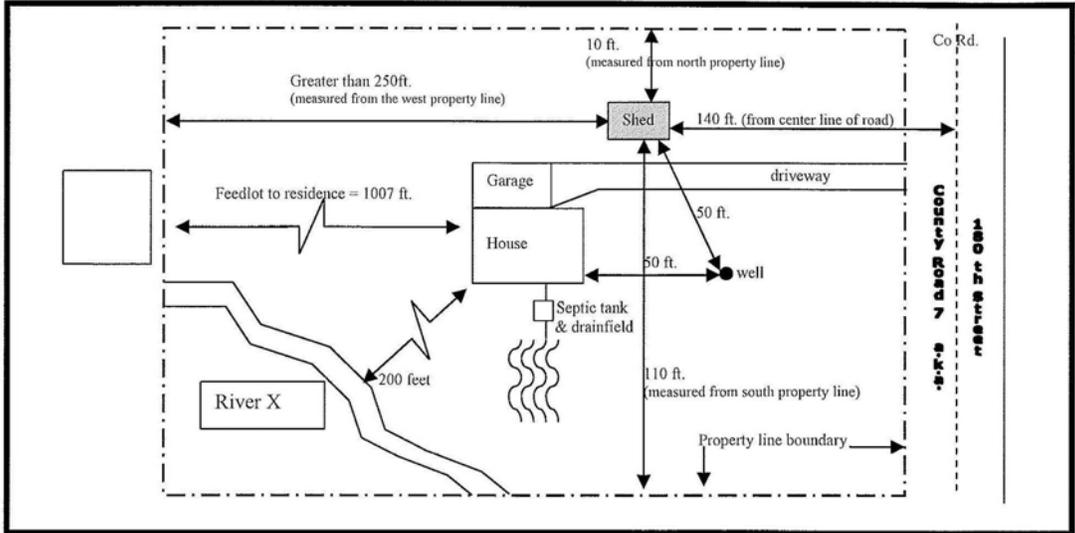
Signature of Permitting Authority Title Date

NOTE: THIS PERMIT TERMINATES ON: _____ except as provided for by local ordinance and/or Minnesota Law

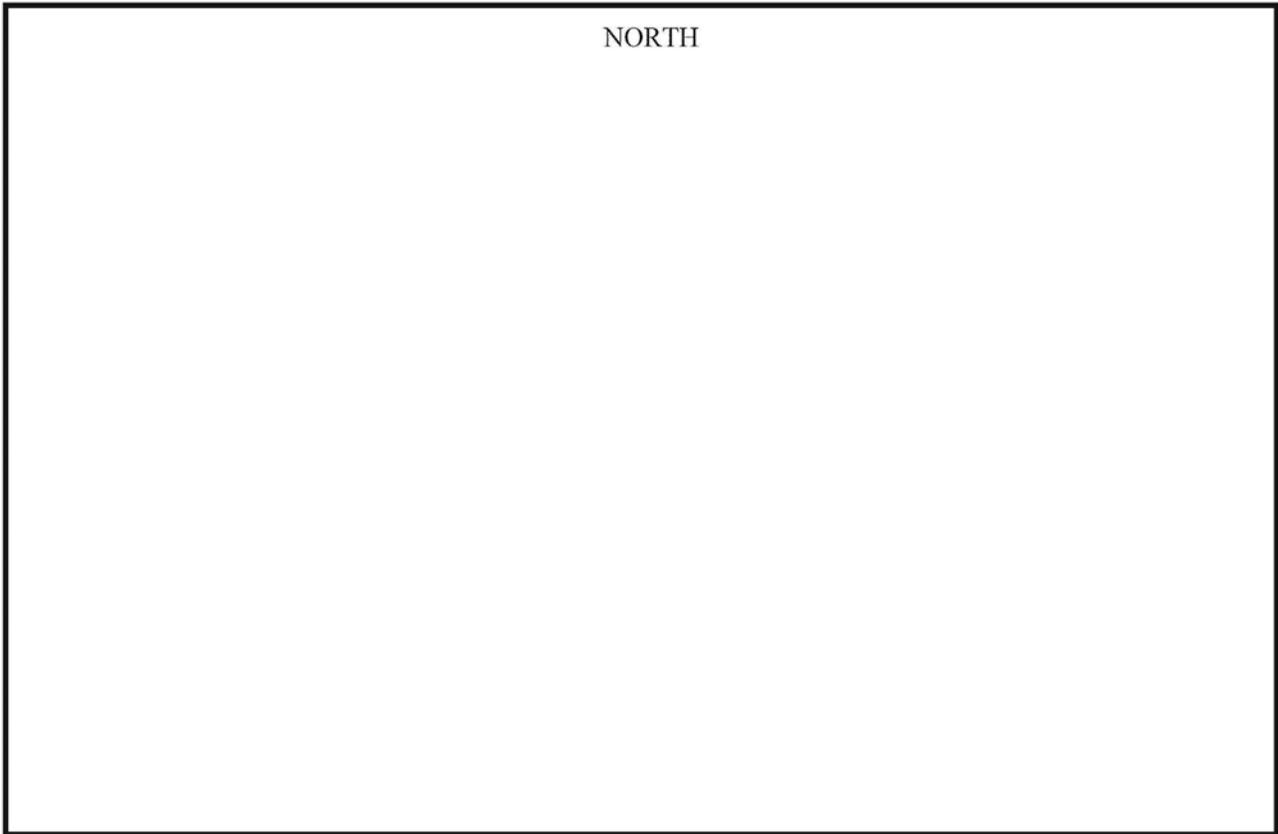
Name: _____

Tax Parcel #: _____

SITE DRAWING EXAMPLE – new construction: shed



SITE DRAWING



- Yes No Is this site located within 1,000 feet of a water body such as a lake or wetland?
- Yes No Is this site located within 300 feet of a river, stream or drainage ditch?

Applicant's signature _____

Date _____