

Building Permit Application

Clay County Planning & Zoning
807 11th Street North
Moorhead, MN 56560
Tel (218) 299-5005
planning@co.clay.mn.us

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

After the Fact Permit is 3X the Application Fee

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

Applicant	Applicant Same as Owner	
Name	_____	
Address 1	_____	
Address 2	_____	
City	_____	
State, Zip	_____	
Email	_____	

Day Phone _____

A) GENERAL INFORMATION

Land Use

Residential Business
Commercial Industrial
Agricultural

Shoreland Management Data

Classification:
Lake/Stream Name: _____
Lake/Stream I.D. Number: _____

Zoning

Floodway General Flood Plain
Flood Fringe Shoreland
Other: (specify) _____

NE RD GD
Other (specify) _____

Zoning District _____

Overlay District _____

Supplemental Data for Building Permit

General Contractor: _____ Phone # _____

License #: _____

Septic Contractor: _____ Phone #: _____

License #: _____

B) PROJECT INFORMATION

Type of Project

New Construction Addition
_____ # of Bedrooms Repair
Relocation Roofing
Foundation Only Bedroom Addition

Proposed Use

Single Family Multiple Family
Agricultural Public
Commercial Industrial
Other (specify): _____

Lot Dimensional Data

Proposed

Minimum Requirements

a. Area in Sq Feet Acres	_____	_____
b. Lot width at building line:	_____	_____
c. Lot depth:	_____	_____
d. Lake/Stream setback:	_____	_____
e. Road setback:	_____	_____

f. Side lot setback: _____

g. Minimum access elevation: _____

Structure Type

Sewage Disposal

Water Supply

Residence	Garage	Public	Public
Office	Warehouse	Drainfield	Private Well
Deck	Storage	Holding Tank	
Ag. Building - Intended Use: _____		Alternative System	
Other (specify): _____			

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

Wood / Frame	Oil
Masonry	Gas
Metal	Electric
Pole Building	Wood
On-site Prefab	Solar
Off-site Prefab	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: _____ Sea Level 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: \$ _____ (for additions)

Percentage Cost of Improvements: _____ %

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

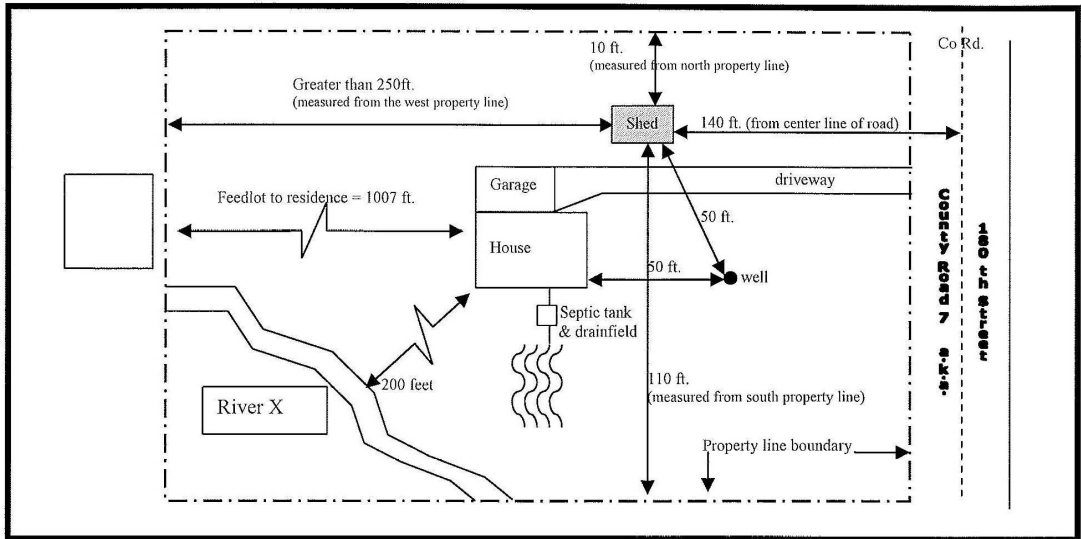
Date

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

NORTH

- 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 _____