

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

Zoning

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

Zoning District _____

Shoreland Management Data

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

- NE RD GD
 Other (specify) _____

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

- a. Area in Sq Feet Acres
 b. Lot width at building line:
 c. Lot depth:

Proposed

Minimum Requirements

- d. Lake/Stream setback: _____
- e. Road setback: _____
- f. Side lot setback: _____
- g. Minimum access elevation: _____

Structure Type

- Residence
- Office
- Deck
- Garage
- Warehouse
- Storage

Sewage Disposal

- Public
- Drainfield
- Holding Tank
- Alternative System

Water Supply

- Public
- Private Well

Ag. Building - Intended Use: _____

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

- Wood / Frame
- Masonry
- Metal
- Pole Building
- On-site Prefab
- Off-site Prefab

Heating

- Oil
- Gas
- Electric
- Wood
- Solar
- 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 _____

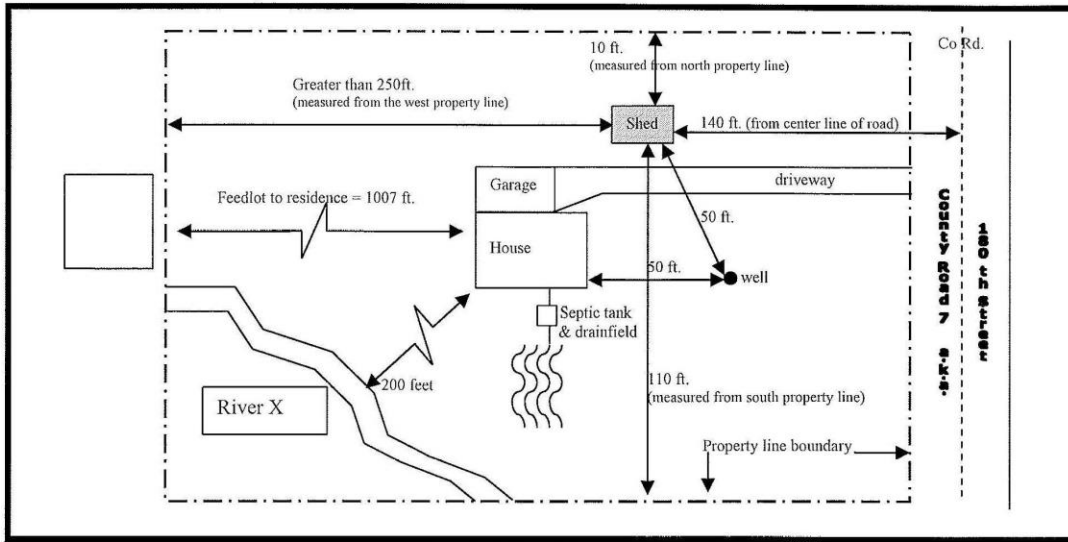
| | | |
|---|-------|-------|
| ____ APPLICATION IS HEREBY DENIED | | |
| ____ PERMISSION IS HEREBY GRANTED TO: _____ | | |
| All in accordance with the application, addendum form, plans, specifications, and all other supporting data, unless specified hereinafter in the GENERAL and/or SPECIAL PROVISIONS. | | |
| 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 _____