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**CITY OF LAPRAIRIE
BUILDING PERMIT PROCESS**

Date Received
Date Issued
Fee Paid
Receipt #
Permit #

Owner: _____ Phone/Email: _____
Home Address: _____ City/State/Zip: _____
Project Address: _____ PID #: _____
Legal Description: _____ Built prior to 1978? _____

General Contractor: _____ License #: _____ Phone/Email: _____
Plumbing Contractor: _____ License #: _____ Phone/Email: _____
Electrical Contractor: _____ License #: _____ Phone/Email: _____
Mechanical Contractor: _____ License #: _____ Phone/Email: _____
Bldg Purpose (Check one): Dwelling Garage Deck Home Addition Pole Building Finish Basement
 Three Season Porch Business/Commercial Fireplace Siding Furnace Water Heater Other

Description of Project: _____

Materials: _____

Dimensions: _____ Area Disturbed: _____ Site Plan Submitted: Yes / No

(A site plan is necessary to process applications for all new and/or additions to structures - see attached sample.)

Setbacks: OHW _____ Side _____ Side _____ Rear _____ Right of Way _____ Other _____

Zoning District _____ Lot Area: _____ Impervious Coverage: _____

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.

Signature: _____ Date: _____

CITY USE ONLY

PLANNING:

Subject to the following conditions: _____

Reviewed By: _____ Date: _____

Current Septic Compliance on file? Yes No Date: _____

BUILDING:

Use and occupancy: _____ Type of Construction: _____

Subject to the following conditions: _____

Reviewed By: _____ Date: _____

FEES

Building Permit: _____	Plan Review: _____	State Surcharge: _____
Plumbing Permit: _____		State Surcharge: _____
Land Use Permit: _____		
Sewer Connection Permit: _____		State Surcharge: _____
Water Connection Permit: _____		
E911 Address Assignment: _____		
TOTAL DUE: _____		

Submittal Checklist

SITE PLAN - All Construction

- Showing all property lines and dimensions.
- Driveway location (must be exact).
- Location of project (with accurate dimensions from the project to the property lines).
- Impervious coverage calculations.
- Plans for controlling runoff (required to control water runoff on site).

PLAN DRAWINGS - All Construction

- **Two (2)** complete sets of plans, 1 full size, 1 set 11" x 17"
 - Show in detail the type of construction and material to be used.
- These plans shall include at least, but is not limited to, the following:
- Floor Plan (each level).
 - Detailed Wall Sections (walls, stairs, decks, egress windows, grade, etc.).
 - Elevation Views (each side) and Elevation of deck if applicable.
 - Smanufactured Truss Specifications.

SEPTIC DESIGN - New Homes and additions, remodels, etc.

- New or rehabilitated septic system permits are issued by Itasca County.
 - One (1) complete set of the design and all computations for file.
- A certificate of compliance will be required for any on site septic system that is five (5) years old or older or that has a certificate of compliance that is more than three (3) years old or older.

ENERGY CODE CRITERIA

- If insulating below grade, provide specifications. (The use of the MNCheck printout is acceptable, window sizes must accompany.)

PERMIT APPLICATION FORM - All Construction

- Permit application form must be completed fully and be signed by the permit applicant.

CONTRACTORS - All Construction

- Contractors and Sub-Contractors list (for information only / not required for submittal).
- General Contractor's Sttae License number must be on file with the City of LaPrairie.

STATEMENT OF AGREEMENT - All Construction

- Shall be signed and returned with above information.

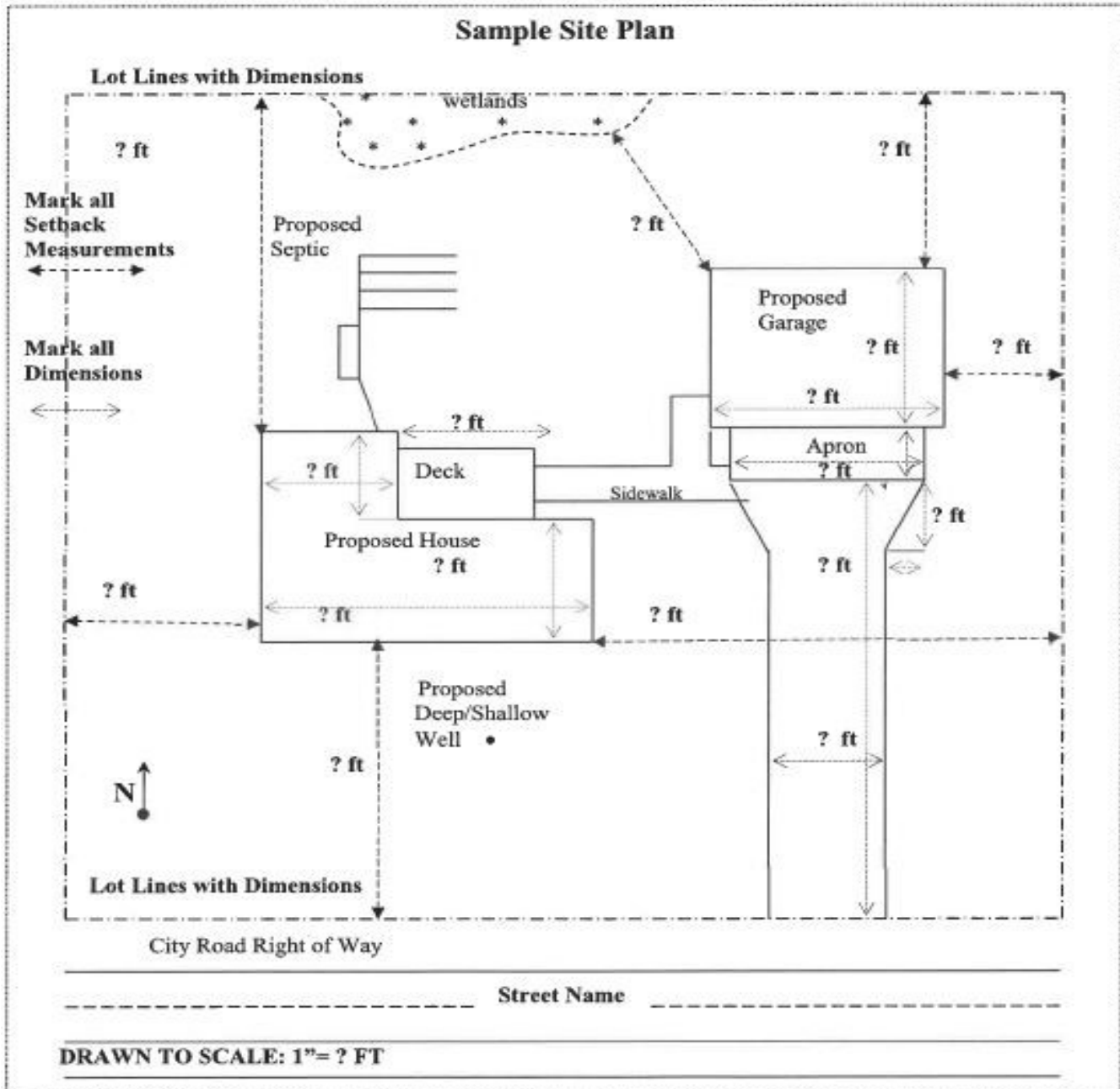
PROOF OF OWNERSHIP - All Construction

SURVEY VERIFICATION LETTER - If Required

NOTICE: If any of the above items have not been met, the permitting process will not be able to be completed; this will delay your start time for your project. If you have any questions please feel free to ask. A question now may save time and money later.

Sample Site Plan - Drawn to Scale

The following sample drawing shows the minimum detail expected so the permit process can proceed smoothly. Plans do not need to be professionally drawn but should be drawn to scale and include all of the information requested. ****If there are wetlands and/or a bluff on the property they must also be shown and setback measurements included.****



CONTRACTOR & SUB-CONTRACTORS & CONTACTS

Owner: _____ **Project:** _____

General Contractor:			State License Number _____
_____	_____	_____	_____
Name	Address	Phone/Email	
Project Manager:			
_____	_____	_____	_____
Name	Address	Phone/Email	
On Site Contact:			
_____	_____	_____	_____
Name	Address	Phone/Email	
Plumber (State Bonded):			
_____	_____	_____	_____
Name	Address	Phone/Email	
Electrician:			
_____	_____	_____	_____
Name	Address	Phone/Email	
Mechanical:			
_____	_____	_____	_____
Name	Address	Phone/Email	
Septic Installer:			
_____	_____	_____	_____
Name	Address	Phone/Email	
Septic Designer:			
_____	_____	_____	_____
Name	Address	Phone/Email	
Excavator:			
_____	_____	_____	_____
Name	Address	Phone/Email	
Concrete:			
_____	_____	_____	_____
Name	Address	Phone/Email	
Insulation:			
_____	_____	_____	_____
Name	Address	Phone/Email	