COMMERCIAL PERMIT APPLICATION

City of Albany-P. O. Box 370, Albany, MN, 56307 (320)845-4244 Fax:(320)845-2346

For Office Use Only	Permit Fee: _____	
Permit # _____	Surcharge: _____	Water Meter: _____
Date Received: _____	Plan Check: _____	WAC/SAC: _____
PID #	SUBTOTAL:	**TOTAL DUE :**

Site Address

This permit expires one year from: _____

Property Owner(s) Name(s) — Daytime Phone #

Owner(s) Address (if different from above)

Legal Description of Site
LOT: BLOCK:
ADDITION:

Circle Type: NEW BUILDING ADDITION REMODEL ROOF ONLY
OTHER:

DESCRIBE IN DETAIL WORK TO BE DONE:

BUILDING COVERING MATERIAL(S) (if applicable)

APPROXIMATE START DATE: _____ / _____ / _____
ESTIMATED COST OF PROJECT (including materials & labor):

Type of Construction: On Site_____ Modular_____ Prefabricate_____ Other_____ (Explain)
Dimensions of Structure: _____ Number of Stories in Structure(s):_____
All setback measurements must be measured from the building line.

Provide the following (if applicable):
GENERAL CONTRACTOR _____ PHONE NO: _____

PLUMBING CONTRACTOR _____ PHONE NO: _____

MASON & CONCRETE CONTRACTOR _____ PHONE NO: _____

HEATING & VENTING CONTRACTOR _____ PHONE NO: _____

EXCAVATION CONTRACTOR _____ PHONE NO: _____

SPRINKLER CONTRACTOR _____ PHONE NO: _____

DRAINAGE & EROSION CONTROL: All land shall be adequately drained. Erosion control measures shall be instituted on all land disturbed by construction or development. In the case of construction or development, a topographical map shall be submitted to the City for review and approval prior to any land disturbing activities. A detailed drainage and erosion control plan shall be required unless, at the discretion of the City Staff, the requirement is waived. The drainage and erosion control plan shall be in accordance with the following specifications:

a. Existing and proposed drainage basins, existing and proposed drainage easements, spot elevations and drainage arrows showing direction of existing and proposed runoff;
b. The plan must include a detailed drainage analysis including storm water runoff models;
c. Storm pipe shall be designed at a minimum to adequately handle a 10-year rainfall event;
d. An NPDES permit as required from the Minnesota Pollution Control Agency included with the building permit application.

INCLUDE THE FOLLOWING WITH APPLICATION (your application will be deferred until all the following items are provided):
X Building Permit Checklist **X** One Site Plan **X** Architectural Design (If required)
X One Set of FULL SIZE Construction Plans and one set of SMALL SIZE Construction Plans

NOTE: PROPERTY MUST BE STAKED BY 12:00 NOON ON TUESDAY OR THURSDAY FOR INSPECTION. NO EXCEPTIONS!
CONTACT DAN MARTHALER, BUILDING OFFICIAL, AT 1-320-249-7533 FOR INSPECTION OR QUESTIONS.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. I have identified all property boundaries, easements, flood zones, and/or wetlands existing on the property on my site plan and application. The undersigned further agrees the City and its' administrative staff relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Albany, and its employees harmless from all liability arising from the granting of this permit.

AUTHORIZED SIGNATURE OF OWNER(s) OR CONTRACTOR: _____

_____ DAN MARTHALER, BUILDING OFFICIAL _____ZONING ADMINISTRATOR