Building Permit Application for City of Albany

Permit Number: _____

Inspectron, Inc.
15120 Chippendale Ave. Suite 202
Rosemount, MN 55068

Main Office: 651-322-6626
Fax Number: 651-322-7580
Toll Free Number: 1-800-322-6153

Project Address	City	State	Zip Code
Owner Name	**Owner Phone Number**		
Applicant/Contractor Name	**Phone Number**		**Applicant E-Mail**
City	**State**	**Zip Code**	
Contractors State License Number		**Expiration Date**	
Brief Project Description		**Completed Value (labor and materials)**	

Project Information

Permit Type

- ☐ Building
  - ☐ Residential
  - ☐ Commercial
- ☐ Mechanical
  - ☐ Furnace
- ☐ Plumbing

Type of Construction

- ☐ Accessory Building
- ☐ Addition
- ☐ Deck/Porch
- ☐ Foundation Only
- ☐ Interior Remodel
- ☐ Repair
- ☐ Roofing
- ☐ Siding
- ☐ Window Replacement
- ☐ New Construction
- ☐ Manufactured Home
- ☐ In Ground Pool
- ☐ Fire Suppression

Permit: $ _____

Plan Review: $ _____

State Fee: $ _____

Total: $ _____

Notice: Separate permits are required for plumbing, heating, fireplace installation, electrical work and installation of the septic system. The permit shall become null and void unless the work or construction authorized by the permit is commenced within 180 days after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

I hereby certify that I have read and examined this application and know the same to be trye 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 provision of any other State or Local law regulating construction of the performance of construction. This building permit may be suspended or revoked if the permit has been issued in error or based on incorrect information supplied or in violation of any ordinance or regulation of the City of Albany. All permit fees and other costs to review the application that are incurred by the City for professional consultants, will be paid prior to issuance of the Building Permit. Interest will not be paid out on escrow dollars and any interest earned on the account will go into the general account for administration fees.

Signature of Applicant **Date**

Make check payable to the City of Albany

Building Permit Approval

By: _____ **By:** _____ **Date** _____

Zoning Official **Building Official**

BUILDING PERMIT CHECKLIST

Applicant's Name:

Owner's Name (if different):

Site Address:

Proposed Improvement(s)

Lot Information:

1. Are property pins exposed? ☐ Yes ☐ No ☐ N/A
2. Is the structure currently non-conforming? ☐ Yes ☐ No ☐ N/A
3. Is the property served by City water and sewer? ☐ Yes ☐ No ☐ N/A
4. Are there any easements on the property? ☐ Yes ☐ No ☐ N/A
5. Will any improvements affect utility easements? ☐ Yes ☐ No ☐ N/A
6. Will an addition be attached to an existing structure? ☐ Yes ☐ No ☐ N/A

Site Plan Information: (Property staked by 12:00 PM – inspected on Tuesday or Thursday, NO EXCEPTIONS)

1. Primary structure setbacks (front/side/rear/corner)? ☐ Adequate ☐ Inadequate ☐ N/A
2. Accessory structure setbacks (side/rear/corner)? ☐ Adequate ☐ Inadequate ☐ N/A
3. Percent (%) lot coverage permitted for Zone District? ☐ Yes ☐ No ☐ N/A
4. Parking requirements? ☐ Yes ☐ No ☐ N/A
5. Any signs? ☐ Yes ☐ No ☐ N/A
6. Fencing on site? ☐ Yes ☐ No ☐ N/A
7. Zoning District? ☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ C1 ☐ C2 ☐ C3 ☐ M1 ☐ M2
8. Permitted use in Zoning District? ☐ Yes ☐ No ☐ N/A
9. Permitted Accessory Structure? ☐ Yes ☐ No ☐ N/A
10. Use by Conditional Use Permit in Zoning District? ☐ Yes ☐ No ☐ N/A
11. Sprinkler system? ☐ Yes ☐ No ☐ N/A

Provide the following (if applicable):

Mason & Concrete Contractor Phone #:

Plumbing Contractor Phone #:

Heating & Venting Contractor Phone #:

Sprinkler Contractor Phone #:

I, , certify that the information given is accurate to the best of my knowledge.

_____ Date:

Signature

Lot Coverage Calculation Worksheet (Residential R1 Zone)

Parcel #: _____ Address: _____

Lot coverage is limited to 30% of the total lot in a R1 zone. The total may not be larger than the maximum coverage calculation below. Please be advised that if you are over the lot coverage allowance, you must reduce your coverage or apply for a variance before your proposed project will be permitted.

- Please calculate all that applies to your situation. If an item does not apply, please leave it blank.

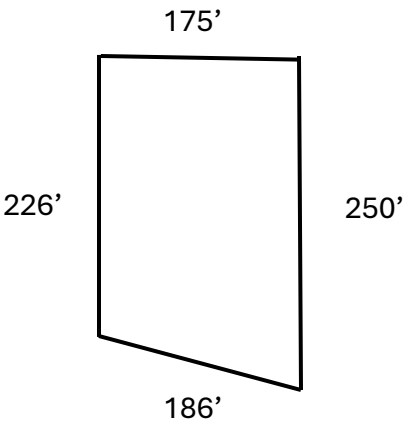
Proposed Structure(s)	Length (ft)		Width (ft)		Total Sq. Footage
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____

Existing Structure(s)	Length (ft)		Width (ft)		Total Sq. Footage
House & Attached Garage	_____	X	_____	=	_____
House Only	_____	X	_____	=	_____
Attached Garage Only	_____	X	_____	=	_____
Detached Garage	_____	X	_____	=	_____
Accessory Structures	_____	X	_____	=	_____

_____ x .30 = _____

Lot area Maximum coverage allowed

Lot Area: Calculate lot area by multiplying the length of the lot times the width. However, if the length and width vary, as in the example, take the average length and width.



Average width: 175’ + 186’ = 361/2 = 181’

Average length: 226’ + 250’ = 476/2 = 238’

Lot size: (W) 181’ x (L) 238’ = 43,078

Lot Area: 43,078 square feet

CITY OF ALBANY MINNESOTA ...WHERE FRIENDLY PATHS CROSS!

LICENSED CONTRACTOR DISCLAIMER

*Please sign and date if **you** are performing the work on the construction project applied for.*

LICENSED CONTRACTOR DISCLAIMER I understand that the State of Minnesota requires that all residential building contractors, remodelers, and roofers obtain a state license unless they qualify for a specific exemption for the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure that I have built or improve din the past 24 months. I also acknowledge that because I do not have state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota Statute 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house, and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodel, and/or roofing activity is a misdemeanor under Minesota Statute 326B.84, sub. 1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund if any contractors I hired are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the state building code and/or city ordinance in connection with eh work performed on this property.

Signature of Property Owner: _____

Printed Name of Property Owner: _____

Date: _____

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of induvial contractors, please email the Minnesota Department of Labor and Industry at dli.license@state.mn.us or see https://secure.doli.state.mn.us/lookup/licensing.aspx

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PROPERTY DISCLAIMER

The undersigned is the owner of record or the Builder of the following property located within the City of Albany, Stearns County, Minnesota, whose address is _____ that as part of the process of obtaining a building permit, the undersigned certifies that all the information in the application, plans, and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, easements, and/or wetlands existing on the subject property and has identified them on his/her site plan and application.

The undersigned further agrees the City of Albany, and its administrative staff relied on the accurateness of this application, plans, and specifications related to this project and holds the City of Albany, and its employees harmless from all liability from the granting of this permit.

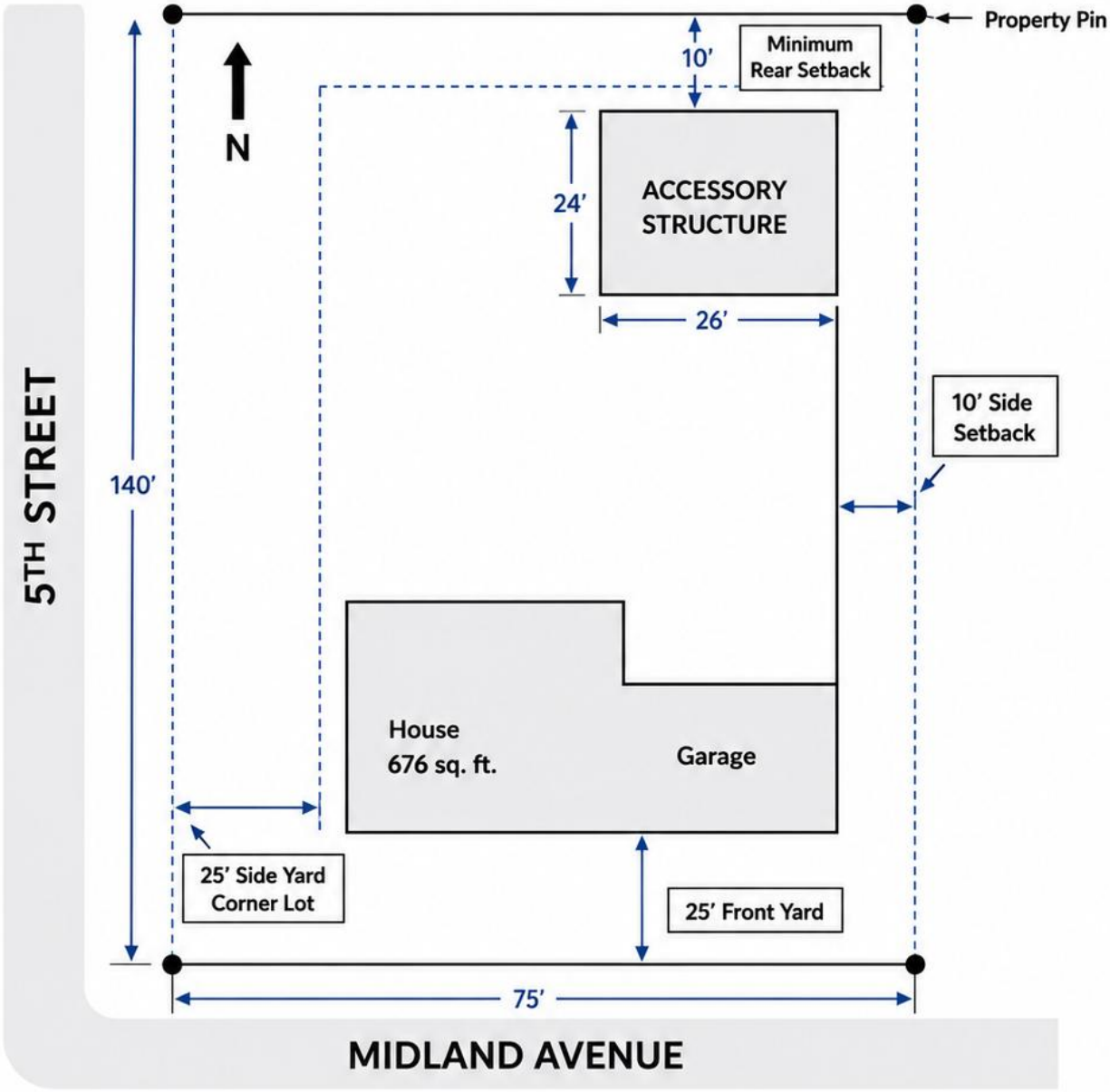
_____ _____

Signature of property owner/builder Date

SITE PLAN REQUIREMENTS

A site plan (example shown below) is required with all applications. **NO SKETCHES WILL BE ACCEPTED**.

- Lot dimension *drawn to scale*
- All adjacent streets, easements and alleys
- Footprint of ALL structures with ALL dimensions/setbacks noted drawn to *scale*
- North arrow
- Property pins located & exposed



Setback Requirements

(All setback measurements must be measured from the building line to property pin (not the street).

- 25' Front setback
- 10' Side setback
- 25' from street side yard on corner lot
- 10' from the rear property line

★ **IMPORTANT:**

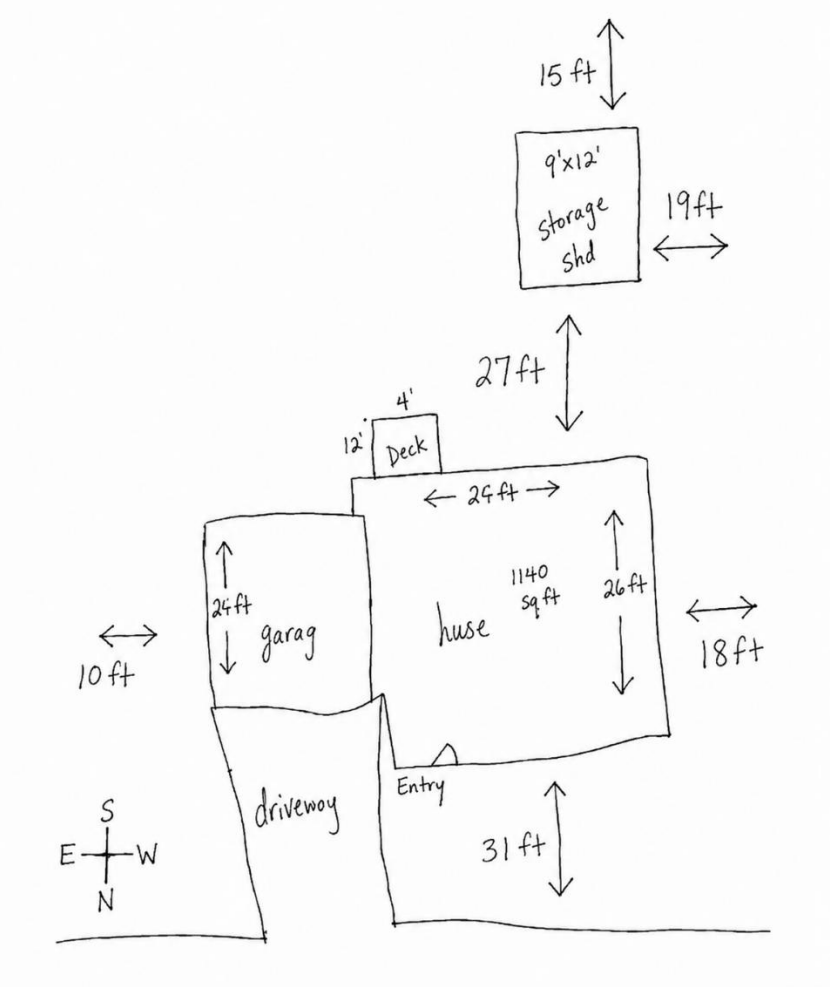
All setback measurements must be taken from the property line (property pin) to the nearest point of the structure. Do not measure from the curb, street, sidewalk, or edge of pavement.

SITE SKETCH PAGE WITH APPLICABLE SETBACKS IDENTIFIED

I hereby certify I am the owner of the property specified within the application materials or the authorized agent for this application and I have read the application and state all information is true and correct to the best of my knowledge. I agree all work performed will be in accordance with the approved plans, drawings, specifications, and conditions, and to abide by the ordinances of the City of Albany regarding actions taken pursuant to this application.

Signature: Date:

UNACCEPTABLE SITE PLAN!



Tips for Drawing Your Own Site Plan

- Use a ruler or straightedge to draw all buildings, property lines, and measurements
- Use graph paper whenever possible to help keep everything to scale
- Write neatly and clearly so all dimensions and labels are easy to read.
- Include all existing structures and label accordingly (House, Garage, Shed, Deck, etc.)
- Show the proposed project and clearly identify what is being added or changed
- Measure and label all setback distances including distance from the proposed project to all property lines and distance between structures
- Include the dimensions (length and width) of proposed project
- Indicate the direction of North, South, East, and West
- Do not estimate measurements! Measure as accurately as possible
- If using a scanned or copied drawing, make sure it is clean, legible, and free of shadows, marks or unnecessary text.

Remember: A clear, accurate site plan helps us review your permit application more quickly and may reduce the need for revisions or additional information!

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320-845-4244
PO Box 370
Albany, Minnesota 56307

SIDEWALK WAIVER

I, _____ (owner/contractor) the undersigned, hereby certify that I have inspected the sidewalk in the area by my property, and I agree that it is in new condition prior to any construction being done on my property. I also hereby certify that I am aware that if the sidewalk in front of my property located at _____ Or adjacent sidewalks on vacant lots abutting my property is damaged during the construction of my home, that I will be **fully responsible for any and all costs** that the City of Albany may incur to repair the sidewalk and that these charges will be directly and immediately billed to me and/or assessed to my property.

_____ _____

Signature of Owner or Contractor Date

For Office Use

Public Works Sidewalk Inspection

Sidewalk inspected by Public Works: ☐ Yes ☐ No

Was the sidewalk condition acceptable: ☐ Yes ☐ No

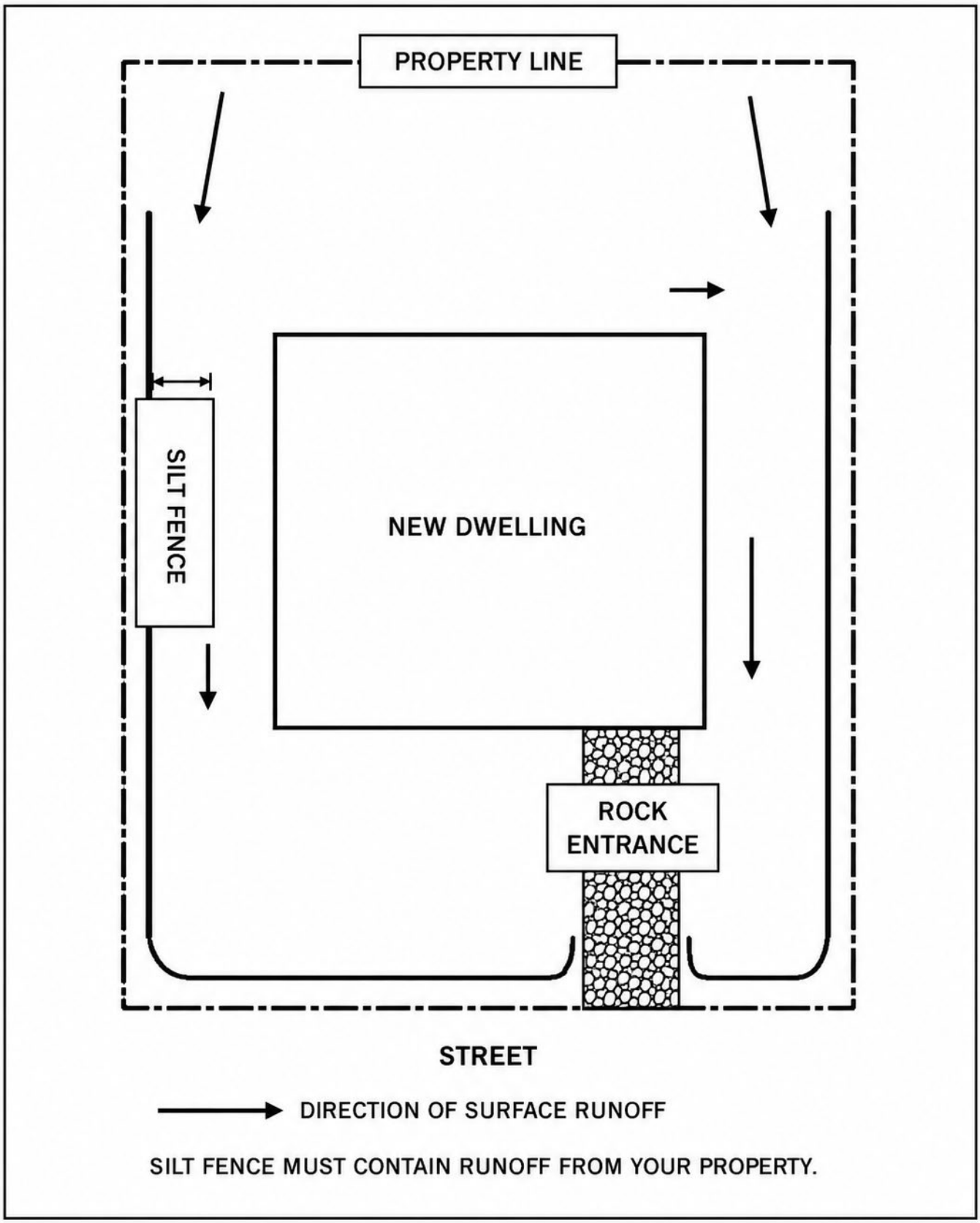
Inspection Date: _____

READ CAREFULLY BEFORE STARTING CONSTRUCTION!

1.DO NOT BEGIN CONSTRUCTION prior to an inspection by Michael Friedrichs, the Residential and Commercial Building Inspector. When your project has been marked or staked, please call Mr. Friedrichs at 320-377-9029 to make sure proper setbacks are met.

1. Notify any subcontractors about required inspections and when they can be scheduled.
2. Review the set of plans returned to you. Notify subcontractors of any changes and keep set of plans at the job site.
3. The city requires a certificate of occupancy to be issued **PRIOR** to occupancy of the building. All required inspections and code issues must be completed prior to a certificate being issued.
4. It is a requirement of the city that a **ROCK ENTRANCE TO LOT** be installed prior to construction. **THIS MUST BE INSTALLED AT TIME OF EXCAVATION!**
5. Any damage to an adjoining sidewalk will be repaired at the expense of the individual on the building permit.
6. A sump pump, if required, **MUST** be installed and piped outside of home before a certificate of occupancy will be issued. All driveways shall be **concrete or bituminous**. **No gravel driveways are permitted!**
7. Silt fence must contain runoff from your property.

EROSION CONTROL



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LOCATING PROPERTY LINES

- It is the owner's responsibility for knowing and locating their property lines and corner pines
- If the corner pins/stakes are <u>not visible</u>, the property owner may find them in one of two ways:
    1. Contact City Hall at 320-845-4244 to see if copies of the below are on file:
        - Legal Description
        - Lot Dimensions
        - Copy of the Plat
        - Copy of the Survey
    - Contact a rental outfitter, such as General Rental, to rent a metal detector and/or tape measure is available.
        - **Note:** Property corner pines are typically a ½" to ¾" round iron pipe flush or slightly below the grade line. Newer pins will have a yellow or orange plastic ap with a surveyor's license number on it. Some older pins could be metal posts, rebar, axle irons, pipes, etc.
        - **Note:** The front property line is located approximately 4' to 10' behind the curb. However, all streets are different, and boulevard widths will vary from street to street. Use the 10' only as a point to start looking for actual corners.
        - **Note:** Once a pin is found, you can measure from that point to try and find the other corner pins. Do not rely on trees, bushes, utility poles, fences, sheds, or where you mow as property lines. The surveyor pins are ethe only legal property line markers. It is not uncommon that property pins no longer exist due to erosion or construction. In this instance, it is in the property owner's best interest to hire a surveyor to locate property corners. If for any reason the exposed lot corners are not correct, the city may require that the project be brought to compliance by demolition, moving, or additional land purchase. This upfront survey may save you future penalties.
    2. If no pins are found, contact a registered land surveyor to locate your property lines to set new corner pins. If lot corners are not visible, your permit **WILL BE DEFERRED** until such work is completed.

CALL BEFORE YOU DIG! CONTACT GOPHER STATE ONE 48 HOURS BEFORE PLANNING TO DIG AT 1-800-252-1166