



2401 Mounds View Boulevard  
 Mounds View MN 55112-1499  
 (763)717-4020 Fax (763)717-4019  
 Email: Permits@moundsviewmn.org

Permit # 2018-\_\_\_\_\_

# BUILDING PERMIT APPLICATION

Date Submitted: \_\_\_\_\_  
 Date Applicant Notified: \_\_\_\_\_

**Licensing Requirements:**  
 Residential contractors must provide a copy of their current state license, or hold a current City contractor's license.  
 Commercial Contractors must be city licensed, annually.

## Property Information

Property Address:		Bldg./Suite/Location (commercial projects only):	
Owner Name:		Owner Phone Number:	
Email Address:		Owner Cell Number:	
Mailing Address:	City:	State:	Zip:

## Applicant/Contractor Information

**Applicant Type:**  Primary Owner (Owner Affidavit Form Required)  Contractor; License # \_\_\_\_\_  Verified  
 EPA Certified Lead Renovation Firm Yes / No  Verified

Company Name (contractors only): \_\_\_\_\_ Company Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_ Contact Fax Number: \_\_\_\_\_

Property Use		Construction Type (See back page for Descriptions and Fees)			
<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> MULTI-FAM (+5)	<input type="checkbox"/> MANUF. HOME INSTALL	<input type="checkbox"/> ROOF	<input type="checkbox"/> DEMO	
<input type="checkbox"/> ED/INST/RELIG	<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> SIDING	<input type="checkbox"/> DRAIN TILE	
<input type="checkbox"/> GOV/PUB/FAC	<input type="checkbox"/> TOWN HOUSE	<input type="checkbox"/> ADDITIONS/REMODEL	<input type="checkbox"/> FENCE /KENNEL	<input type="checkbox"/> OTHER	
<input type="checkbox"/> DUP/TRI/QUAD		<input type="checkbox"/> BASEMENT	<input type="checkbox"/> ACCESS. BUILDING	*** COMPLETE DESCRIPTION OF WORK***	
<input type="checkbox"/> MFG HOME		<input type="checkbox"/> DECK	<input type="checkbox"/> RETAINING WALL		
		<input type="checkbox"/> DOORS/WINDOWS	<input type="checkbox"/> SWIMMING POOL		

## Project Details

Describe Work:  
 \_\_\_\_\_

Are There Special Approvals (i.e. variances, CUP's, etc.) or Details of this Project:  
 \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_ Project Value: (including labor and materials)  
 \$ \_\_\_\_\_

<p><b>IMPORTANT NOTICE:</b> 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. By signing this application, you hereby certify that you 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. 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. Applicant takes full responsibility for all work performed. Applicant is responsible for all plan check fees if permit is cancelled or withdrawn.</p>	<b>Fees</b>	<b>Permit Fee</b> See current fee schedule	\$ _____
		<b>Plan Review Fee</b> 65% of Permit Fee	\$ _____
		<b>State Surcharge</b> .0005 x PROJECT VALUE	\$ _____
		<b>State Surcharge</b> Fixed fee \$1.00 – Fix Fee Permits	\$ _____
		<b>Residential License Check Fee \$5</b> - state licensed contractors only	\$ _____
		<b>TOTAL PERMIT FEE</b> ▶	\$ _____

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Required Documents

- Site plan – 2 Copies
- Building plans – 2 Copies
- Electronic copy of both for all applications requiring plan review.
- Completed Energy Code Compliance Certificate
- DEMO Permits - **The attached form must also be completed and sent to Ramsey County for their records. Please fax to 651-266-1177 or email to [Greg.Lamere@co.ramsey.mn.us](mailto:Greg.Lamere@co.ramsey.mn.us)**
- Homeowner Association Owners: You must submit an approval letter from the Homeowners Association for exterior work.
- Mobile Home Owners: You must submit an approval letter from the Park Manager for exterior work on property.
- Building Rental Tenants: You must submit approval letter from Owner or Management Co.
- Homeowners: You must submit "Acknowledgement of Homeowner" form if you are the Applicant.



**CALL 811 BEFORE YOU DIG!  
IT'S FREE, AND IT'S THE LAW!**

### MINIMUM 48-HR. NOTICE ON INSPECTIONS

Contact 763-717-4020 or [permits@moundsviewmn.org](mailto:permits@moundsviewmn.org).

Separate permits required for plumbing HVAC, electrical (State of MN), driveway, signs, sewer, water and working in a wetland or buffer.

**ALL PERMITS REQUIRE AN INSPECTION.**

## Fees

Description	Commercial	Residential	Surcharge
ACCESSORY BUILDING • GARAGE • GAZEBO • SHED	Valuation	Valuation	.0005 x PROJECT VALUE
ADDITIONS/REMODEL • BATHROOM • KITCHEN	Valuation	Valuation	.0005 x PROJECT VALUE
BASEMENT	N/A	Valuation	.0005 x PROJECT VALUE
BILLBOARD - Alterations	\$250	N/A	Fixed fee \$1.00
DECK	Valuation	Valuation	.0005 x PROJECT VALUE
DEMO	Valuation	Valuation	.0005 x PROJECT VALUE
DOOR/WINDOWS	Valuation	Valuation	.0005 x PROJECT VALUE
DRAIN TILE	N/A	Valuation	.0005 x PROJECT VALUE
FENCE/KENNEL - OVER 7FT	Valuation	Valuation	.0005 x PROJECT VALUE
MANUF. HOME INSTALL	N/A	Valuation	.0005 x PROJECT VALUE
NEW CONSTRUCTION	Valuation	Valuation	.0005 x PROJECT VALUE
RETAINING WALL OVER 4FT	Valuation	Valuation	.0005 x PROJECT VALUE
RENEWABLE ENERGY	Valuation	\$100	Com. - .0005 x PROJECT VALUE Res. - Fixed fee \$1.00
ROOF	Valuation	Valuation	.0005 x PROJECT VALUE
SIDING	Valuation	Valuation	.0005 x PROJECT VALUE
SWIMMING POOL	N/A	\$30	.0005 x PROJECT VALUE
TELECOM ANTENNA – NEW REPAIRS/REPLACE/ALTER	Valuation \$250 per Permit	N/A	New. - .0005 x PROJECT VALUE Other - Fixed fee \$1.00
ADDITIONAL FEES	City Contractor's License - \$60	Residential License Check Fee \$5 - state licensed contractors only	N/A

**FEE CALCULATOR: <http://www.dli.mn.gov/CCLD/PlanConstructionCalc.asp> or call 763-717-4020**

**Cash, check or credit cards accepted (2.3% fee, minimum of \$2.75)**

**We Accept Visa, Master Card, Discover and American Express.**