



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

Permit # 2019-\_\_\_\_\_

# ZONING PERMIT APPLICATION

Date Submitted:	_____
Date Applicant Notified:	_____

**Licensing Requirements:**  
 All contractors must provide a copy of their current state license or obtain a current city license.

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

<b>Applicant/Contractor Information</b>	
<b>Applicant Type:</b> <input type="checkbox"/> Primary Owner (Owner Affidavit Form Required) <input type="checkbox"/> Contractor; License # _____ <input type="checkbox"/> Verified <input type="checkbox"/> EPA Certified Lead Renovation Firm Yes / No <input type="checkbox"/> Verified	
Company Name (contractors only):	Company Email Address:
Mailing Address:	City: State: Zip:
Contact Name:	Contact Phone Number: Contact Fax Number:

<b>Property Use</b>	<b>Construction Type (See back page for Descriptions and Fees)</b>
<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> ED/INST/RELIG <input type="checkbox"/> GOV/PUB/FAC <input type="checkbox"/> DUP/TRI/QUAD <input type="checkbox"/> MFG HOME	<input type="checkbox"/> MULTI-FAM (+5) <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> TOWN HOUSE <input type="checkbox"/> ACCESS BUILDING <input type="checkbox"/> DECKS <input type="checkbox"/> DRIVEWAY/PARKING LOT <input type="checkbox"/> FENCE/KENNEL <input type="checkbox"/> PATIO/SIDEWALK
	<input type="checkbox"/> RETAINING WALL <input type="checkbox"/> PERM SIGNS <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TEMP SIGNS <input type="checkbox"/> OTHER *** COMPLETE DESCRIPTION OF WORK***

<b>Project Details</b>			
Describe Work:			
Expected Completion Date:	Project Value: (COMMERCIAL PROPERTIES) \$		
<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>		
		Permit Fee See current fee schedule	\$
			\$
			\$
			\$
Applicant Signature _____ Date _____	<b>TOTAL PERMIT FEE</b> ▶ \$		

<b>For Office Use Only – Planner Review</b>			
Wetland Review			<b>Zoning Comments:</b>
Easement Review			
Flood Plain Review			
Approved by:			
Approved Date:			

## Required Documents

- Site plan – Electronic copy sent to [Permits@moundsviewmn.org](mailto:Permits@moundsviewmn.org).
- Homeowner Association Owners: You must submit an approval letter from the Homeowners Association for exterior work, if project is located on land owned by HOA.
- 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@ci.mounds-view.mn.us](mailto:permits@ci.mounds-view.mn.us).  
**ALL PERMITS REQUIRE AN INSPECTION.**

## Fees

Description	Commercial	Residential	Surcharge
<b>ACCESSORY BUILDING</b> • SHED, GARAGES - 200 SQ FT OR LESS	\$30	\$30	N/A
<b>DECK</b> • UNDER 30" AND NOT ATTACHED TO MAIN STRUCTURE	\$30	\$30	N/A
<b>DRIVEWAY/PARKING LOTS</b>	\$150	\$45 - R1 OR R2 \$25 - R1 OR R2 - GRAVEL \$75 - R3, R4 OR R5	N/A
<b>FENCE/KENNEL</b> • INCLUDES GARBAGE INCLOSURES • UNDER 7 FT	\$30	\$30	N/A
<b>PATIO/SIDEWALKS</b>	\$75	\$30 - R1 OR R2 \$50 - R3, R4 OR R5	N/A
<b>RETAINING WALLS</b> • UNDER 4 FT	\$30	\$30	N/A
<b>SIGNS</b> • UP TO 100 SQ FT • 100 SQ FT AND OVER • ALTERING	\$75 \$95 \$40	N/A	N/A
<b>SWIMMING POOL – ABOVE GROUND</b>	N/A	\$30	N/A
<b>TEMPORARY SIGNS</b> • 21 DAY PERIOD (LIMIT 4 PER YEAR) • 1 ADD'L PERMIT FOR A BANNER	\$40	N/A	N/A

**Cash, check or credit cards accepted (2.3% fee, minimum of \$2.75)**  
**We Accept Visa, Master Card, Discover and American Express.**