



2415 Wilshire Blvd
 Mound, MN 55364
 Phone 952-472-0607
 Fax 952-472-0620

BUILDING PERMIT

Handout Given _____

Lead Handout Given _____

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

SITE ADDRESS: _____ **PID:** _____

- 1) Was the home constructed before 1978? (YES , continue with line 2, NO continue without completing EPA Section)
- 2) Will the work disturb ≥6 sq ft of interior painted surfaces or ≥20 sq ft of exterior painted surfaces? (YES go to line 4, NO line 3)
- 3) Are there any windows being replaced? (YES , go to line 4, NO continue without completing EPA Section)
- 4) Has this home been Certified Lead Free? (YES , you MUST Attach Certification Information, NO complete line 5)
- 5) EPA Contractor Certification Number: **NAT** -

PROPERTY OWNER: _____ **Address:** _____

City: _____ State: _____ Zip: _____ Email: _____

Contact Name: _____ Phone: _____

CONTRACTOR: _____ **Address:** _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Contractor License No: _____ **Contact Name:** _____ **Phone:** _____

Email: _____

ARCHITECT: _____ **Address:** _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____ **Contact Name:** _____ **Phone:** _____

TYPE OF WORK:
 Commercial Residential
 New Construction Deck Window/Door Alteration
 Change of Use Pool # being replaced _____
 Finish Basement Retaining Wall
 Remodel Porch Misc Other
 Addition Demolition
 Garage-Attached/Detach Misc Other
 Accessory Structure

EST. VALUATION OF WORK
 \$ _____

Square feet: _____

Detailed Description of Work: _____

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. I agree to pay all plan review fees even if I choose not to proceed with the work. Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

PRINTED NAME: _____ Owner Contractor Owner's Representative

OCCUP. TYPE: _____ **CONST. TYPE:** _____ **CODE:** _____ **BLDG SPRINKLED** Yes / No

VALUATION: \$ _____ **COPIED** _____ **APPROVED** _____

Permit Fee: \$ _____					
Plan Review Fee: \$ _____					
State Surcharge: \$ _____					
Site Inspection Fee: \$ _____					
S.E.C. Fee: \$ _____					
Investigation fee / Other Fee: \$ _____					
Copy Charge (\$.25 per 8.5 x11 page) \$ _____					
License Check (\$5) / Lead Check (\$5) \$ _____					
Sub Total \$ _____					

Special Conditions/Required Setbacks: _____

Building Approval By: _____ **DATE:** _____

Printed Building Approval By: _____ License Verification Lead Verification - Checked By: _____

City Approval By: _____ **DATE:** _____

Information supplied on this form will be considered public according to the MN Government Data Practices Act.
 See reverse side for an important statement regarding Indian Mounds.

OFFICE USE ONLY

Supplemental Information for Building Permits Indian Mounds and Earthwork Sites

Historic Indian burial mounds and/or earthwork sites have been discovered in and around the City of Mound. While many of the sites have been severely impacted by development over the years, they do receive protection under state law. **Penalties are imposed for unauthorized disturbance of Indian burial mounds.** Additional information may be obtained through the Minnesota State Archeologist.

Any formal investigation of a site, including a determination of whether a mound or burial area exists on a subject site, is the responsibility of the property owner or developer. The issuance of permits by the City to do work on a site **does not** relieve the owner or developer of that responsibility.

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EMERGENCY ESCAPE & RESCUE OPENING (EERO)

- Building Permits are required to install emergency escape and rescue openings (EERO) (**commonly called “egress windows”**). Basements, habitable attics, and every sleeping room shall have at least one operable emergency escape and rescue opening (R310.1).
- If you have an existing home and you add a sleeping room in an unfinished basement, the code requires that you install an EERO in the sleeping room or rooms. In addition, if you create habitable space in your basement, other than a bedroom, and you currently do not have an EERO, the code requires you to install one as part of the installation of the habitable room if the house was built after July 16, 1990. (If an EERO is installed in a basement bedroom, an additional EERO is not required in the balance of the basement unless there are additional bedrooms.)
- Along with the completed Building Permit Application, submit:
 - Two copies of plans showing the proposed design, including:
 - Floor plan indicating proposed EERO location and basement layout, including floor truss direction and bearing wall locations.
 - Indication of room use (i.e. bathroom, bedroom, laundry, family room)
 - Existing window opening size (if any) and proposed opening size
 - Elevation view indicating proposed design and materials
 - A site plan, showing the location of the window and well, and distance from the property line.
- All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturers' installation specifications for each product.

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:

POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

INSPECTION REQUIREMENTS:

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

Inspections: See your permit card to determine which of the following inspections are required for your project.

- **Framing:** After the window framing, header and all other framing is completed.
- **Final:** After the window is in place, and is caulked and flashed; and window well installation is completed.

Warning: The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturer's installation requirements.

If a re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

Note: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit can be issued. To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

PROJECT CHECKLIST:

The following is a guideline to assist in compliance with the requirements of the MN State Building Code.

- Before you build, check required setbacks established by your municipality.
- BEFORE DIGGING, CALL "GOPHER STATE ONE CALL" AT 811. The person doing the excavation is responsible for verifying that there are no conflicts with utilities, both public and private, prior to digging.
- The home address must be visible from the street.
- Smoke detectors and carbon monoxide detectors must installed and operational throughout the home. (See handouts regarding smoke and CO detectors for requirements.)
- Each sleeping room must have at least one EERO with the following dimensions (using normal operation of the window):
 - ✓ Width – 20" minimum clear opening
 - ✓ Height – 24" minimum clear opening
 - ✓ Total openable area – 5.7 square feet minimum (Exception: grade floor openings shall have a minimum net clear opening of 5 square feet. A "grade floor opening" is a window or other opening located such that the sill height of the opening is not more than 44 inches above or below the finished ground level adjacent to the opening.) See the charts on the following page for allowed dimension combinations.
 - ✓ Sill height – not more than 44" above the finished floor
- Window wells (required when the sill is below the adjacent grade) must:
 - ✓ Be constructed of galvanized steel, treated timber, block, or another permanent material.
 - ✓ Allow the EERO to be fully opened.
 - ✓ Provide 9 square feet of "floor area," with a minimum dimension of 36" in width and length.
 - ✓ Contain a permanently affixed ladder or steps for climbing out if the window well depth exceeds 44". Ladders or rungs shall have an inside width of at least 12", shall project at least 3" from the wall, and shall be spaced not more than 18" O.C. vertically for the full height of the window well. The ladder cannot be obstructed by the open window.
 - ✓ Have a 6" deep gravel base with a geotextile fabric underneath.
 - ✓ Be connected to the building foundation drainage system.
- The egress path under decks, overhangs, etc. must have a minimum 36" clearance (height and width) above grade.
- Bars, grills, covers, screens, or similar devices are permitted to be placed over emergency escape or rescue window wells, provided they are releasable or removable from the inside without the use of a key, tool, special knowledge, or force greater than that which is required for normal operation of emergency escape and rescue opening.
- In homes that are fully sprinkled for fire suppression, basements and basement sleeping rooms do NOT require EEROs.

Min. Emergency Escape & Rescue Opening Net Clear Height & Width Requirements For 5.7 ft² (820.8 square inches)

W	20.00	20.50	21.00	21.50	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50	27.00	27.50	28.00	28.50	29.00	29.50	30.00	30.50	31.00	31.50	32.00	32.50	33.00	33.50	34.00
H	41.00	40.00	39.25	38.25	37.50	36.50	35.75	35.00	34.25	33.50	33.00	32.25	31.75	31.00	30.50	30.00	29.50	29.00	28.50	28.00	27.50	27.00	26.50	26.25	25.75	25.50	25.00	24.50	24.00

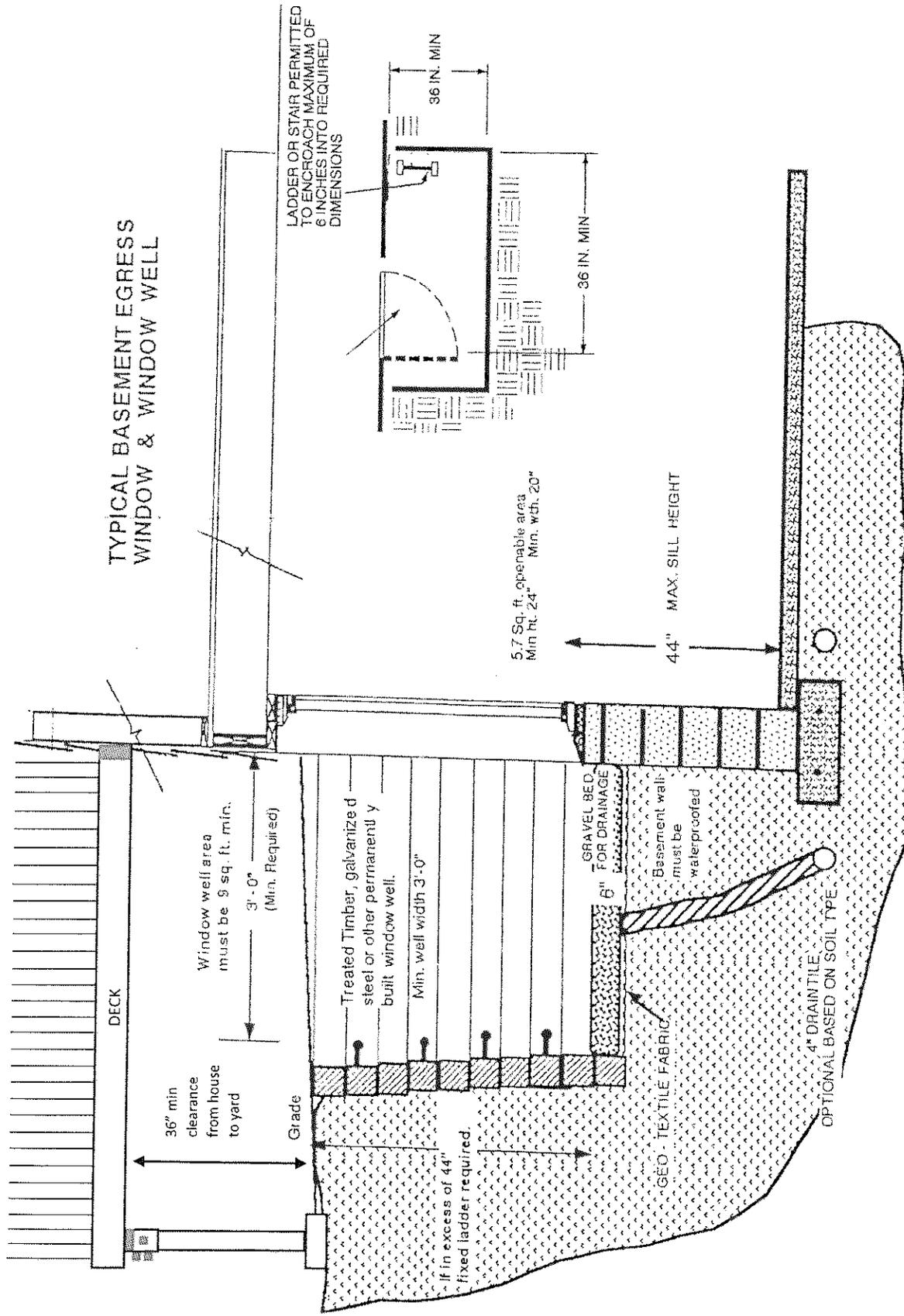
Min. Emergency Escape & Rescue Opening Net Clear Height & Width Requirements For 5.0 ft² (720 square inches)

Width	20.00	20.50	21.00	21.50	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50	27.00	27.50	28.00	28.50	29.00	29.50	30.00	30.50	31.00	31.50	32.00	32.50	33.00	33.50	34.00
Height	36.00	35.25	34.50	33.50	32.75	32.00	31.50	30.75	30.00	29.50	29.00	28.25	27.75	27.25	26.75	26.25	25.75	25.50	25.00	24.50	24.00	23.50	23.00	22.50	22.00	21.50	21.00	20.50	20.00

All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet.

Exception: Grade floor openings shall have a minimum net clear opening of 5 square feet.

A **grade floor opening** is a window or other opening located such that the sill height of the opening is not more than 44 inches above or below the finished ground level adjacent to the opening.



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