



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

**BUILDING PERMIT**

Handout Given \_\_\_\_\_

Lead Handout Given \_\_\_\_\_

**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) \$ _____					
<b>Sub Total</b> \$ _____					

**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.

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

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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# MEMBRANE STRUCTURES

## Excerpts from Mound City Code Section 129-2 and 129-194

*Membrane structure* means a structure usually consisting of an aluminum, steel or plastic frame which is covered with a plastic, fabric, canvas or similar nonpermanent material and is used to provide for the storage of vehicles, boats, recreational vehicles or other personal property. The term "membrane structure" shall also apply to structures commonly known as hoop houses, canopy-covered carports and tent garages and can be fully or partially covered but shall not apply to boat lifts and canopies which are placed in public waters.

### **Sec. 129-194. Accessory buildings.**

(a) No accessory building or structure shall be constructed on any residential lot prior to the time of construction of the principal building to which it is accessory.

(b) No accessory building shall be higher than the principal building in the R districts based on the calculation of the height regulations.

(c) In residential districts, accessory buildings shall be permitted providing that they comply with the regulations found in the district provisions section of this chapter.

(d) In commercial and industrial districts all accessory building setbacks shall equal the principal building setback requirements.

(e) Permitted accessory buildings. Within any residential district, accessory buildings shall be permitted subject to the following restrictions

(1) Buildings shall not exceed a total gross floor area of 3,000 square feet or 15 percent of the total lot area whichever is less.

(2) Each individual accessory building shall not exceed 1,200 square feet of gross floor area.

(3) The total number of accessory buildings for lots measuring 10,000 square feet or less shall be two. On lots exceeding 10,000 square feet, accessory buildings shall be limited to a total of three.

(f) Accessory residential building setback requirements.

(1) Side yard setbacks. A detached accessory building may be located within four feet of the side lot line in the rear yard with a minimum of a six foot setback in side yard location. On through and lakeshore lots, a detached accessory building may be located within four feet of the side lot line in the front yard. Whenever a garage is so designed that the doors face a side street or side property line, the distance between the doors and the property line shall be 20 feet or more.

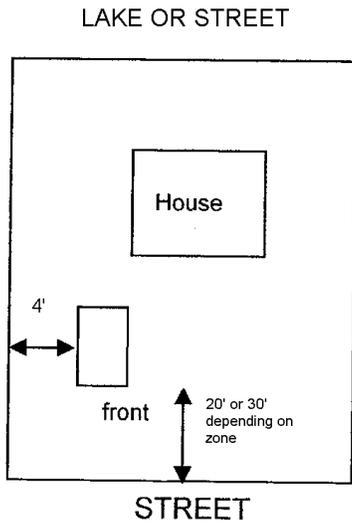
- (2) Front yard setbacks. All accessory buildings shall meet the same front yard setback requirements as the principal building, except for lakeshore and through lots. For detached garages on a lakeshore or through lots, a minimum 20-foot front yard setback is required if the garage door opens to the street; an eight-foot front yard setback is required if the garage door opens to the side lot line.
- (3) Rear setback. A detached accessory building may be located within four feet of the rear lot line.
- (4) Lakeshore setback. Detached accessory buildings must maintain a 50-foot setback from the ordinary high-water line.

(g) Sheds and other buildings less than 120 square feet in floor area shall be subject to a 50-foot setback from the ordinary high-water line of all lakes. Such structures shall also be subject to accessory building setbacks.

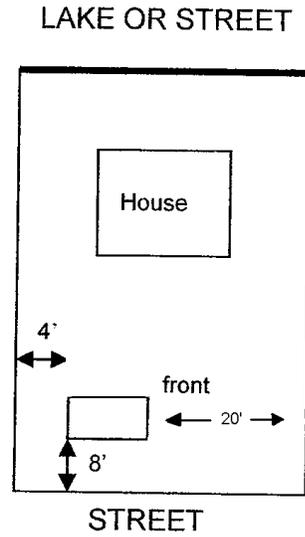
(h) Membrane structures.

- (1) Permit procedure. No person shall place a membrane structure on private property without first obtaining a permit from the city. Failure to obtain a permit shall be considered to be a violation of this Code and subject to the penalties defined herein.
- (2) Fee. The permit fee shall be determined by the City Council.
- (3) Special provisions.
  - a. Membrane covered buildings shall be permitted uses in all residential, commercial and industrial districts and shall be neutral colored (i.e., dark green, tan, brown, etc.).
  - b. There shall be no more than one membrane-structure per property and such structure shall not exceed 400 square feet.
  - c. Privately owned membrane structures shall not be placed on public property or in a location which obstructs traffic visibility.
  - d. Membrane structure located in commercial and industrial districts shall be placed a minimum setback of three feet on all sides.
  - e. Membrane structures shall also be included in hardcover calculations.
  - f. Membrane structures shall be adequately anchored and/or secured to the ground.
  - g. Membrane structures located in residential zoning districts shall meet the appropriate setbacks for accessory buildings as set forth in this chapter.

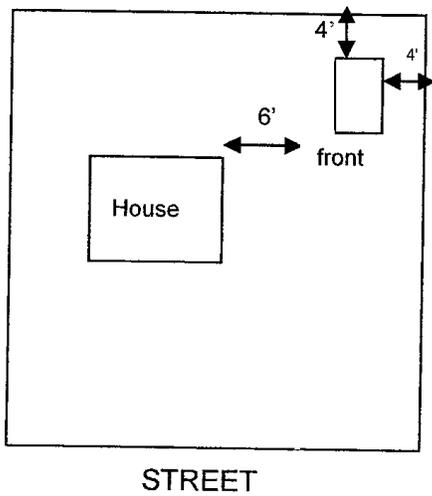
# SETBACK EXAMPLES



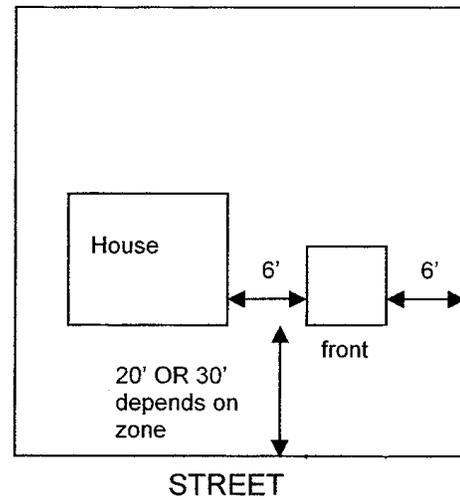
**Diagram A-** Lakeshore or Through Lot



**Diagram B-** Lakeshore or Through Lot



**Diagram C-** Typical Lot



**Diagram D-** Typical Lot



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# Membrane Structure Permit Application

➔ A site plan or survey must be attached with structures located and setbacks notated.

<b>Site</b>	Property Address _____ PID # _____ - _____ - _____ - _____ - _____ Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Business Name/Tenant _____
<b>Applicant</b>	Name _____ Address _____ City _____ State _____ Zip _____ E-Mail _____ Phone _____ Fax _____ Cell _____

Type of Structure:  "hoop" house  canopy-covered carport  tent garage

Color of plastic, fabric or canvas cover: \_\_\_\_\_

Square foot of floor area: \_\_\_\_\_ SF

➔ A site plan or survey must be attached with structures located and setbacks notated.

Permit become null and void if installation is not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true 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 provisions of any other state or local law regulating construction or the performance of construction. **I certify all taxes and City fees owed in connection with this property are current.**

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\_\_\_\_\_  
PRINT APPLICANT'S NAME

X \_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE