



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) \$ _____					
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.

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

OFFICE USE ONLY



HARDCOVER CALCULATIONS

(IMPERVIOUS SURFACE COVERAGE)

PROPERTY ADDRESS:
OWNER'S NAME:

LOT AREA _____	SQ. FT. X 30% = (for all lots)	<input style="width: 90%; height: 20px;" type="text"/>
LOT AREA _____	SQ. FT. X 40% = (for Lots of Record)	<input style="width: 90%; height: 20px;" type="text"/>

* Existing Lots of Record may have 40 percent coverage provided that techniques are utilized, as outlined in Zoning Ordinance Section 129-385 (see back). A plan must be submitted and approved by the Building Official.

	LENGTH		WIDTH		SQ FT	
HOUSE	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL HOUSE						_____
DETACHED BUILDINGS (GARAGE/SHED)	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL DETACHED BUILDINGS						_____
DRIVEWAY, PARKING AREAS, SIDEWALKS, ETC.	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL DRIVEWAY, ETC						_____
DECKS Open decks (1/4" min. Opening between boards) with a pervious surface under are not counted as hardcover.	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL DECK						_____
	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL OTHER						_____
TOTAL HARDCOVER / IMPERVIOUS SURFACE						<input style="width: 90%; height: 25px;" type="text"/>

UNDER / OVER (indicate difference)	<input style="width: 90%; height: 25px;" type="text"/>
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PREPARED BY _____	DATE _____
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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.



SHEDS & ACCESSORY BUILDINGS

Accessory structures that meet ALL of the following criteria are exempt from requiring a building permit:

- ❖ One-story
- ❖ Detached
- ❖ Does not exceed 200 square feet of floor area
- ❖ Used only for tools and storage, playhouses and other similar uses
- ❖ Check with the Planning Department to determine setbacks, location and height restrictions.

Accessory structures that are exempt from a building permit are NOT exempt from the requirements of the building code or of local ordinances.

All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturers' installation specifications for each product.

REQUIRED INFORMATION WHEN APPLYING FOR A PERMIT

An accessory structure that does not meet ALL of the criteria above DOES require a building permit. Submittals required are as follows:

- A completed building permit application
- Supplement Shed information page
- Property Owner as Building Permit Applicant form (if applicable)
- Hardcover Calculations worksheet
- Rules related to wetlands, floodplain and erosion control are under the jurisdiction of the MCWD. You are directed to contact the MCWD (952-471-0590) related to applicable permits that may be needed to undertake your project. **The building permit will not be released until the City is provided a copy of the MCWD permit(s) and/ or receipt of written/email confirmation from the MCWD that no permit is needed for the project.**
- Two copies of a Certificate of Survey of the property (see attached survey requirements) or an **accurate, scaled** drawing of the property including the following:
 - ▶ Lot dimensions
 - ▶ Location and size of existing and proposed buildings
 - ▶ Distance of structures from property lines
 - ▶ Location and distance of bluffs and shorelines when applicable
- Two copies of drawings showing proposed designs and materials of the garage or accessory building. Drawings should be drawn to scale and include the following:
 - **Floor Plan showing:**
 - ✓ Proposed building size
 - ✓ Design of floor structure
 - ✓ Size and location of any posts, headers, and footings
 - ✓ Size and spacing of roof supports
 - ✓ Method of attachment to foundation or to the ground
 - **Wall Section showing:**
 - ✓ Slab information (thickness, rebar, etc.)
 - ✓ Wall construction (size and spacing of studs, treated sill plate, sill plate anchor, sheathing and siding material, etc.)
 - ✓ Roof structure information (rafter or truss sizes and spacing, roof sheathing, roof slope, roof cover materials, and ice protection membrane (if structure is heated or attached to dwelling))
 - **Elevation** view of all sides of the proposed structure

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, for a failed inspection, or for failure to show for an inspection.
- MnSpect office hours are Monday – Friday, 8:00 a.m. – 4:30 p.m.
- MnSpect phone number is 952-442-7520 or 888-446-1801

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

- ▶ **Footings/slab:** After forms and reinforcing are in place, but **PRIOR TO POURING CONCRETE** – Locate survey stakes to allow inspector to verify setbacks.
- ▶ **Framing:** After all wall and roof framing and any bracing is in place and sheathing is applied, but prior to the application of any insulation or interior or exterior wall coverings. Rough-in electrical, plumbing and mechanical work (if any) must be inspected and approved prior to the framing inspection. The manufacturer's roof truss package must be on site at the time of the framing inspection.
- ▶ **Final:** After the building has been completed and any electrical, plumbing, and mechanical work has been inspected and approved.

Warning: The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturers' installation requirements. If 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 MN Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

Note: For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 1-888-446-1801 or e-mail: info@mnspect.com.

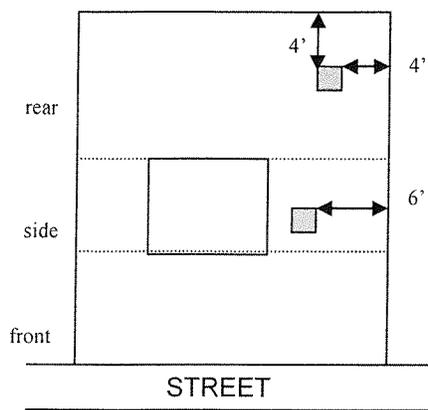
DEFINITIONS

Lakeshore Lot: A lot abutting public waters or abutting public lands abutting public waters with the exception of designated parks.

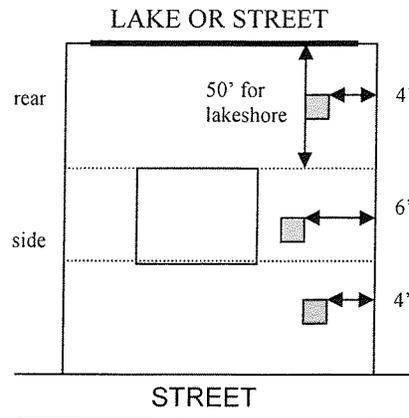
Through Lot: A lot which has a pair of opposite lines abutting two substantially parallel streets, and which is not a corner lot. On a through lot, both street lines shall be front lines for applying this Ordinance.

SETBACK REQUIREMENTS

Accessory Building Setback Diagrams (Gazebos, Hot Tubs, Play Houses, Screened Porches, Sheds, etc.)



Typical Lot



Lakeshore or Through Lot

Side Yards

- A 4-foot side yard setback is allowed if the structure is located in the rear yard.
- A 6-foot side yard setback is allowed if the structure is located in the side yard.
- On lakeshore or through lots, a 4-foot side yard setback is allowed if the structure is located in the front yard (street side).
- Contact City Hall for corner lot setbacks.

Rear Yard

A 4-foot setback is required from the rear property line.

Other Structures

Sheds may be constructed adjacent to the garage side of a principal structure, however, the 6 foot setback requirement applies if located on the "residence" or living area side of the principal structure.

Sheds and Other Buildings

A 50-foot setback is required from the ordinary high water level (OHWL) of all lakes.

HEIGHT REQUIREMENTS

No accessory building (garage or shed) shall exceed the height of the principal building.

SIZE AND NUMBER

1. **Maximum allowable area** of a detached, private garage is 1,200 square feet. Maximum allowable area of ALL accessory buildings combined is 3,000 square feet or 15% of the lot area, whichever is less.
2. **Maximum impervious surface coverage** of ALL buildings, decks, driveways, walks, patios, etc. may not exceed 30 percent of the lot area. On existing lots of record, impervious coverage may be permitted up to a maximum of 40 percent consistent with the provisions identified in the Zoning Ordinance. Contact City Hall for determination.
3. **Total number of garages/ accessory buildings** for lots measuring 10,000 square feet or less is two (2). For lots exceeding 10,000 square feet, no more than three (3) garages/accessory buildings may be on a lot.

FOOTINGS AND FOUNDATION

Accessory buildings - must be on a concrete slab, or on a treated wood floor and anchored to the ground by an acceptable anchoring system. If not on concrete slab, treated skids shall be placed around the perimeter of the building or in locations that provide adequate bearing for the floor framing.

IT WILL TAKE APPROXIMATELY 7 TO 10 BUSINESS DAYS TO GET A PERMIT ONCE THE PLANS AND APPLICATION HAVE BEEN SUBMITTED, DETERMINED TO BE COMPLETE AND PASSED ZONING REVIEW.

PROJECT CHECKLIST

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

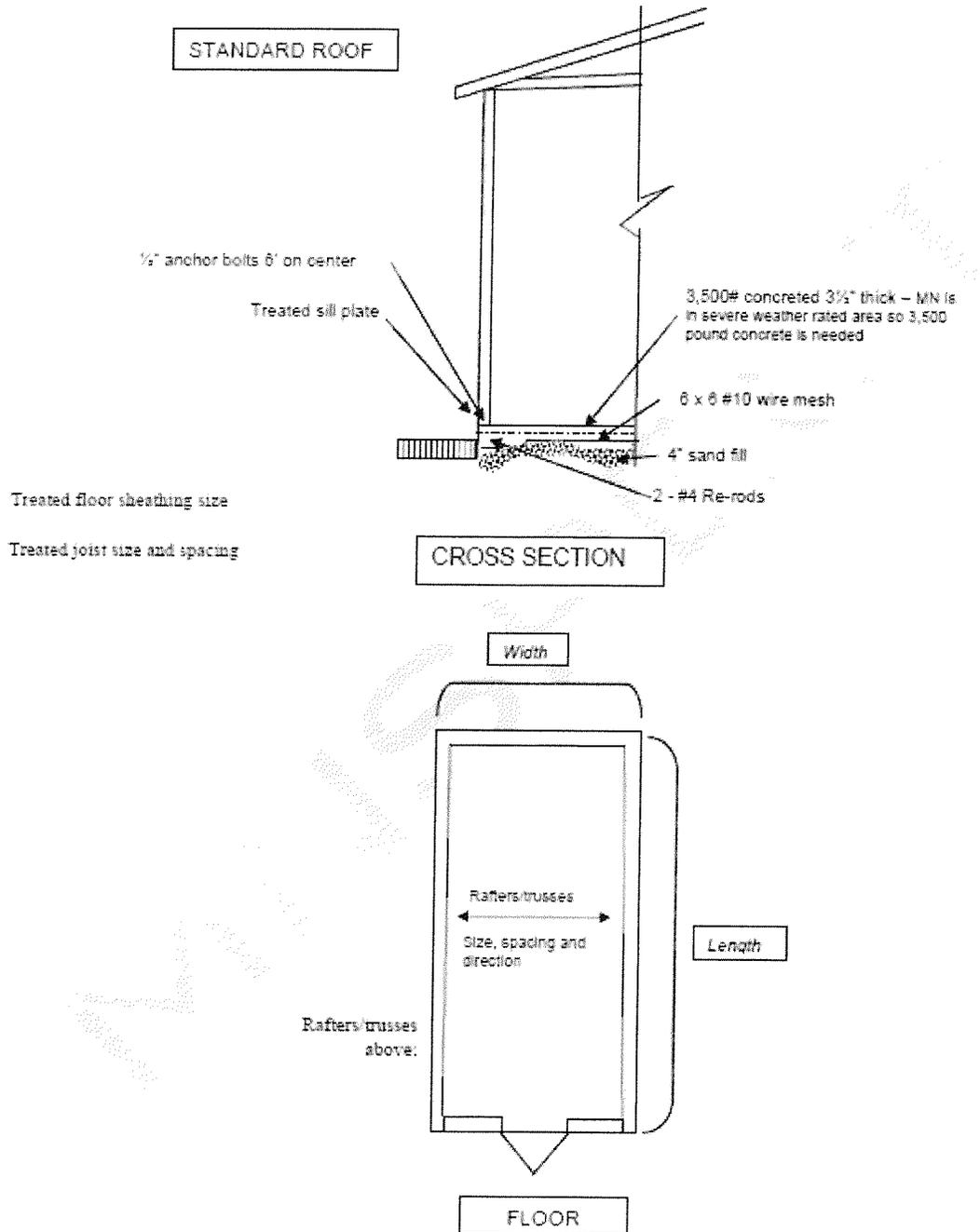
- BEFORE DIGGING, CALL "GOLPHER STATE ONE CALL" AT 811. The person doing the excavation is responsible for verifying that there are no conflicts with utilities, both public and private, prior to digging.
- Frost footings or a floating slab is permissible in certain circumstances (per 1309.403.1.3.2).
- For sheds which are not placed on concrete slabs, treated skids shall be placed around the perimeters of the building or in locations that provide adequate bearing for the floor framing. The structure shall be anchored into the ground by an acceptable anchoring system to resist uplift and overturning forces.
- If a shed has a framed floor system, it shall be of treated material. This includes the floor sheathing.
- All exterior footings shall be placed at least 12" below the undisturbed ground surface. Slabs-on-grade with thickened perimeters shall have a minimum of one No. 4 bar at the top and bottom of the footing, with No. 3 or larger vertical dowels with standard hooks on each end at 48" on center if slab and footing are poured separately. For slabs-on-ground cast monolithically with the footing, one No. 5 bar or two No. 4 bars in the middle third of the footing depth is allowed as an alternative to placement at the footing top and bottom.
- All reinforcing steel shall have 3" of concrete cover provided.
- Floor surfaces may be concrete, asphalt, sand, gravel, crushed rock, or natural earth.
- There shall be a minimum 6" clearance between ground and non-treated wood.
- Wood exposed to ground, exposed to weather, located on concrete or within 6" of grade, shall be a naturally durable wood (redwood, cedars, etc.) or approved treated lumber.
- Foundation sill plates shall be a naturally durable wood (redwood, cedars, and black locust) or approved treated lumber.
- Anchor bolts shall be a maximum of 6' on center, with a minimum of two bolts per plate section, located a minimum of 4" and a maximum of 12" from plate ends and splices. The bolts shall be at least ½" diameter and shall be embedded a minimum of 7" into masonry or concrete. (If curb blocks are used they must be a minimum of 6" wide to ensure required concrete cover on anchor bolts.)
- Approved corrosion-resistant fasteners must be used on treated lumber.
- Each header shall have a length of bearing not less than 1 ½" for full width header. Additional bearing may be required for longer spans or if using engineered wood products.
- Wall bracing must comply with Chapter 6 of MN Rule 1309.
- Roof must be designed to handle snow load of 35 lbs per SF.
- All doors, including overhead doors, must be 90 mph wind-rated.
- Siding must be secured with corrosion resistant nails.
- Caulk and flash all exterior openings.
- If a unit heater is installed, the shut-off valve must be within 6' of the unit. (A separate mechanical permit is required.)

If you have any questions or need to schedule an inspection please call the Building Inspection Department at **(952) 442-7520** or toll free **1-888-446-1801** between 7:30 a.m. and 4:30 p.m. Monday through Friday.

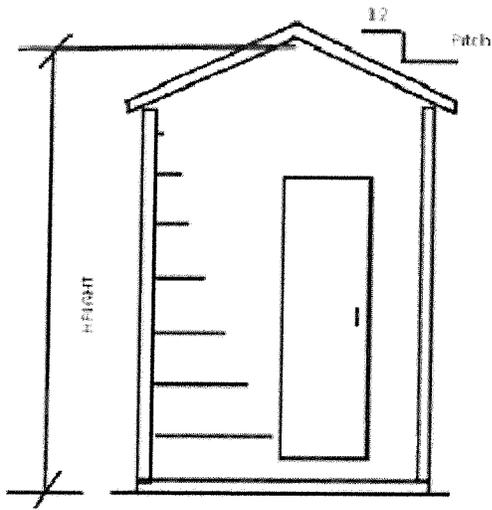


PHONE: 952-442-7520
FAX: 952-442-7521
EMAIL: INFO@MNSPECT.COM

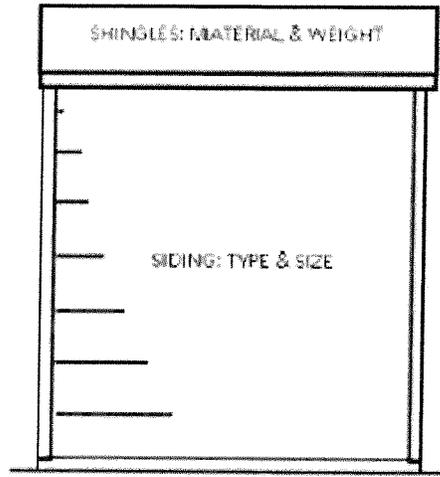
Here are examples of drawings that are intended as a GUIDE. If your accessory structure/garage is similar in design, you may use the attached plans by filling in the blanks.



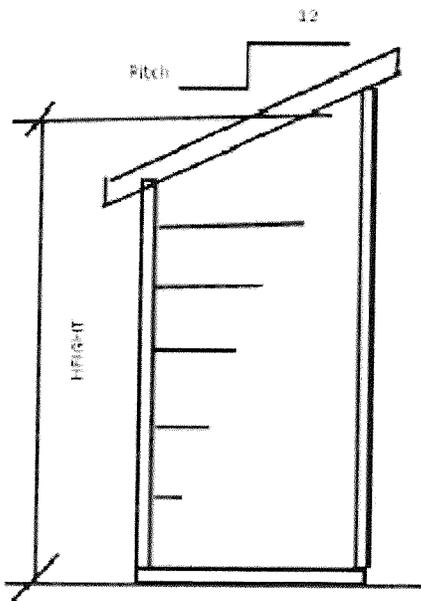
STANDARD ROOF



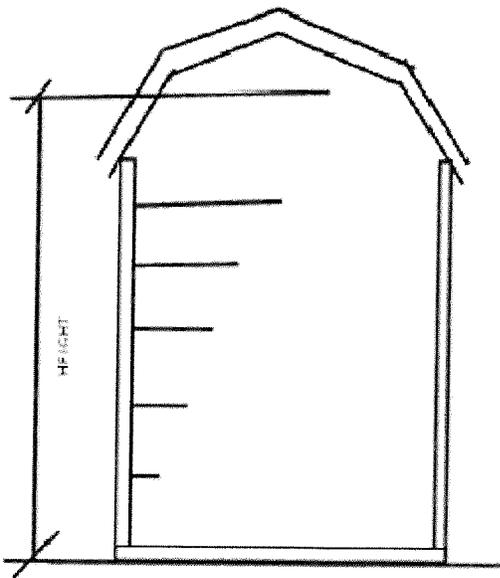
FRONT ELEVATION



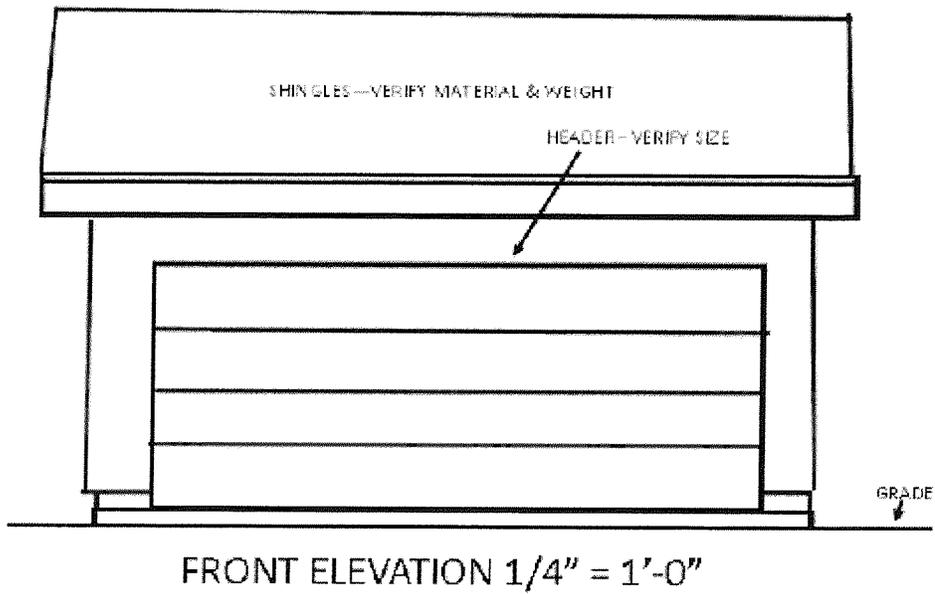
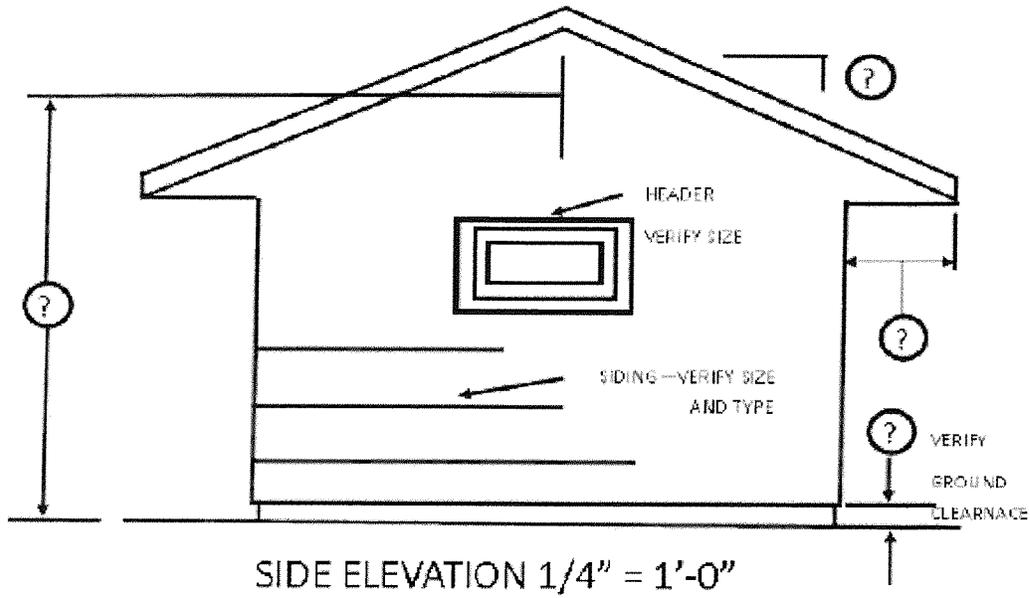
SIDE ELEVATION



SIDE ELEVATION



REAR ELEVATION



SUMMARY OF HARDCOVER RULES
Excerpts from the Mound Zoning Ordinance

Section 129-2 Definitions

Impervious cover means any surface impervious or resistant to the free flow of water or surface moisture. The term "impervious cover" shall include, but not be limited to, all driveways and parking areas whether paved or not, tennis courts, sidewalks, patios and swimming pools. Open decks (one-quarter-inch minimum opening between boards) shall not be counted in impervious cover calculations.

Lot area, minimum, means the area of a lot in a horizontal plane bounded by the lot lines, but not including any area below the ordinary high-water level as determined by the city or department of natural resources. (The ordinary high-water level for major lakes in the city: Lake Minnetonka = 929.4; Dutch Lake = 939.2; Lake Langdon = 932.1.)

Section 129-196 Requirements applicable to all residential districts

(a) Lot coverage. Impervious surface coverage of lots in residential zones shall not exceed 30 percent of the lot area. On existing lots of record, impervious coverage may be permitted to up to a maximum of 40 percent consistent with the provisions identified in section 129-385(g)(2)a.

Section 129-385 Zoning - Shoreland Management

(2) Specific standards.

- a. Impervious surface coverage of lots in residential zones shall not exceed 30 percent of the lot area. On existing lots of record, impervious coverage may be permitted by a maximum of 40 percent providing that the following techniques are utilized as applicable:
 1. Impervious areas should be drained to vegetated areas or grass filter strips through the use of crowns on driveways, direction of downspouts on gutters collecting water from roof areas, etc.
 2. Dividing or separating impervious areas into smaller areas through the use of grass or vegetated filter strips such as the use of paving blocks separated by grass or sand allowing infiltration.
 3. Use grading and construction techniques which encourage rapid infiltration such as the installation of sand or gravel sump areas to collect and percolate stormwater.
 4. Install berms to temporarily detain stormwater thereby increasing soil absorption.
- b. Impervious surface coverage in lots in the business and industrial zones shall not exceed 30 percent of the lot area. In business and industrial zones that are included within areas covered by an approved stormwater management plan, impervious surface coverage shall not exceed 75 percent of the total lot area.

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.

SUPPLEMENT to Sheds/Accessory Structures Permit Application
(MUST be included when applying for permit)

1. Size and spacing of footing: _____

2. Size and spacing of studs: _____

3. Type of lumber: _____

4. Size of beams: _____

5. Size and spacing of rafters: _____

6. Size of structure: _____

7. Distance from property lines:

Side 1: _____

Side 2: _____

Rear: _____

Other: _____

8. Distance from house:

Side 1: _____

Side 2: _____

Rear: _____

Other: _____

9. Total height: _____