

Building Permit Application for City of Albany

Permit Number: _____

Inspectron, Inc.
 15120 Chippendale Ave. Suite 202
 Rosemount, MN 55068

Main Office: 651-322-6626
 Fax Number: 651-322-7580
 Toll Free Number: 1-800-322-6153

Project Address	City	State	Zip Code
Owner Name	Owner Phone Number		
Applicant/Contractor Name	Phone Number	Applicant E-Mail	
City	State	Zip Code	
Contractors State License Number		Expiration Date	
Brief Project Description		Completed Value (labor and materials)	

Project Information

<u>Permit Type</u>	<u>Type of Construction</u>	
<input type="checkbox"/> Building <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mechanical <input type="checkbox"/> Furnace <input type="checkbox"/> Plumbing	<input type="checkbox"/> Accessory Building <input type="checkbox"/> Addition <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Foundation Only <input type="checkbox"/> Interior Remodel <input type="checkbox"/> Repair <input type="checkbox"/> Roofing <input type="checkbox"/> Siding <input type="checkbox"/> Window Replacement	<input type="checkbox"/> New Construction <input type="checkbox"/> Manufactured Home In Ground Pool Permit: \$ _____ Plan Review: \$ _____ State Fee: \$ _____ Total: \$ _____

Notice: Separate permits are required for plumbing, heating, fireplace installation, electrical work and installation of the septic system. The permit shall become null and void unless the work or construction authorized by the permit is commenced within 180 days after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of 180 days after the time the 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 provision of any other State or Local law regulating construction or the performance of construction. This building permit may be suspended or revoked if the permit has been issued in error or based on incorrect information supplied or in violation of any ordinance or regulation of the City of Albany. All permit fees and other costs to review the application that are incurred by the City for professional consultants, will be paid prior to issuance of the Building Permit. Interest will not be paid out on escrow dollars and any interest earned on the account will go into the general account for administration fees.

Signature of Applicant _____ **Date** _____

Make check payable to the City of Albany

Building Permit Approval

By: _____
Zoning Official

By: _____ **Date** _____
Building Official

BUILDING PERMIT CHECKLIST

Applicant’s Name:

Owner’s Name (if different):

Site Address:

Proposed Improvement(s)

Lot Information:

- | | | | |
|---|-----|----|-----|
| 1. Are property pins exposed? | Yes | No | N/A |
| 2. Is the structure currently non-conforming? | Yes | No | N/A |
| 3. Is the property served by City water and sewer? | Yes | No | N/A |
| 4. Are there any easements on the property? | Yes | No | N/A |
| 5. Will any improvements affect utility easements? | Yes | No | N/A |
| 6. Will an addition be attached to an existing structure? | Yes | No | N/A |

Site Plan Information: (Property staked by 12:00 PM – inspected on Tuesday or Thursday, NO EXCEPTIONS)

- | | | | |
|--|--|------------|-----|
| 1. Primary structure setbacks (front/side/rear/corner)? | Adequate | Inadequate | N/A |
| 2. Accessory structure setbacks (side/rear/corner)? | Adequate | Inadequate | N/A |
| 3. Percent (%) lot coverage permitted for Zone District? | Yes | No | N/A |
| 4. Parking requirements? | Yes | No | N/A |
| 5. Any signs? | Yes | No | N/A |
| 6. Fencing on site? | Yes | No | N/A |
| 7. Zoning District? | R1 – R2 – R3 – R4 – C1 – C2 – C3 – M1 – M2 | | |
| 8. Permitted use in Zoning District? | Yes | No | N/A |
| 9. Permitted Accessory Structure? | Yes | No | N/A |
| 10. Use by Conditional Use Permit in Zoning District? | Yes | No | N/A |
| 11. Sprinkler system? | Yes | No | N/A |

Provide the following (if applicable):

- | | |
|------------------------------|----------|
| Mason & Concrete Contractor | Phone #: |
| Plumbing Contractor | Phone #: |
| Heating & Venting Contractor | Phone #: |
| Sprinkler Contractor | Phone #: |

I, _____, certify that the information given is accurate to the best of my knowledge.

Signature

Date:

Lot Coverage Calculation Worksheet (Residential (R1) Zone)

Parcel # _____ Address: _____ Date _____

Lot coverage is limited to 30% of the total lot. The total may not be larger than the maximum coverage calculation below! Please be advised that if you are over the lot coverage allowance, you must reduce your coverage or apply for a variance before your proposed project will be permitted.

Instructions:

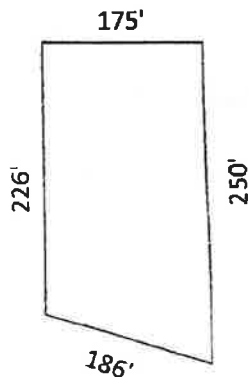
() Please calculate out all that apply to your situation. If an item does not apply, please leave it blank.

Proposed Structure(s)	Length (ft)	x	Width (ft)	=	Total (SF)
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____

Existing Structure(s)	Length (ft)	x	Width (ft)	=	Total (SF)
House & attached Garage	_____	x	_____	=	_____
House Only	_____	x	_____	=	_____
Attached Garage Only	_____	x	_____	=	_____
Detached Garage	_____	x	_____	=	_____
Accessory Structures	_____	x	_____	=	_____

_____	x	0.30	=	_____
Lot Area				Maximum coverage allowed

Lot Area: Calculate lot area by multiplying the length of the lot times the width. However, if the length and width vary, as in the example, take the average length and width:



Average Width: $175' + 186' = 361/2 = 181'$

Average Length: $226' + 250' = 476/2 = 238'$

Lot size: (W) 181' x (L) 238' = 43,078 square feet

Lot 43,078

Area: SF

Please show lot calculations!



LICENSED CONTRACTOR DISCLAIMER

Please sign and date if you are performing the work on the construction project applied for.

LICENSED CONTRACTOR DISCLAIMER I understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption for the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota Statute 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota Statute 326B.845, sub. 1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the even that any contractors I hired are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of this state building code and/or city ordinance in connection with the work performed on this property.

Signature of Property Owner: _____

Printed Name of Property Owner: _____

Date: _____

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of individual contractors, please email the Minnesota Department of Labor and Industry at dli.license@state.mn.us or see <https://secure.doli.state.mn.us/lookup/licensing.aspx>

Property Disclaimer

The undersigned is the owner of record or the Builder of the following property located within the City of Albany, Stearns County, Minnesota, whose address is _____

that as part of the process of obtaining a building/zoning permit, the undersigned certifies that all of the information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, easements and/or wetlands existing on the subject property and has identified them on his/her site plan and application.

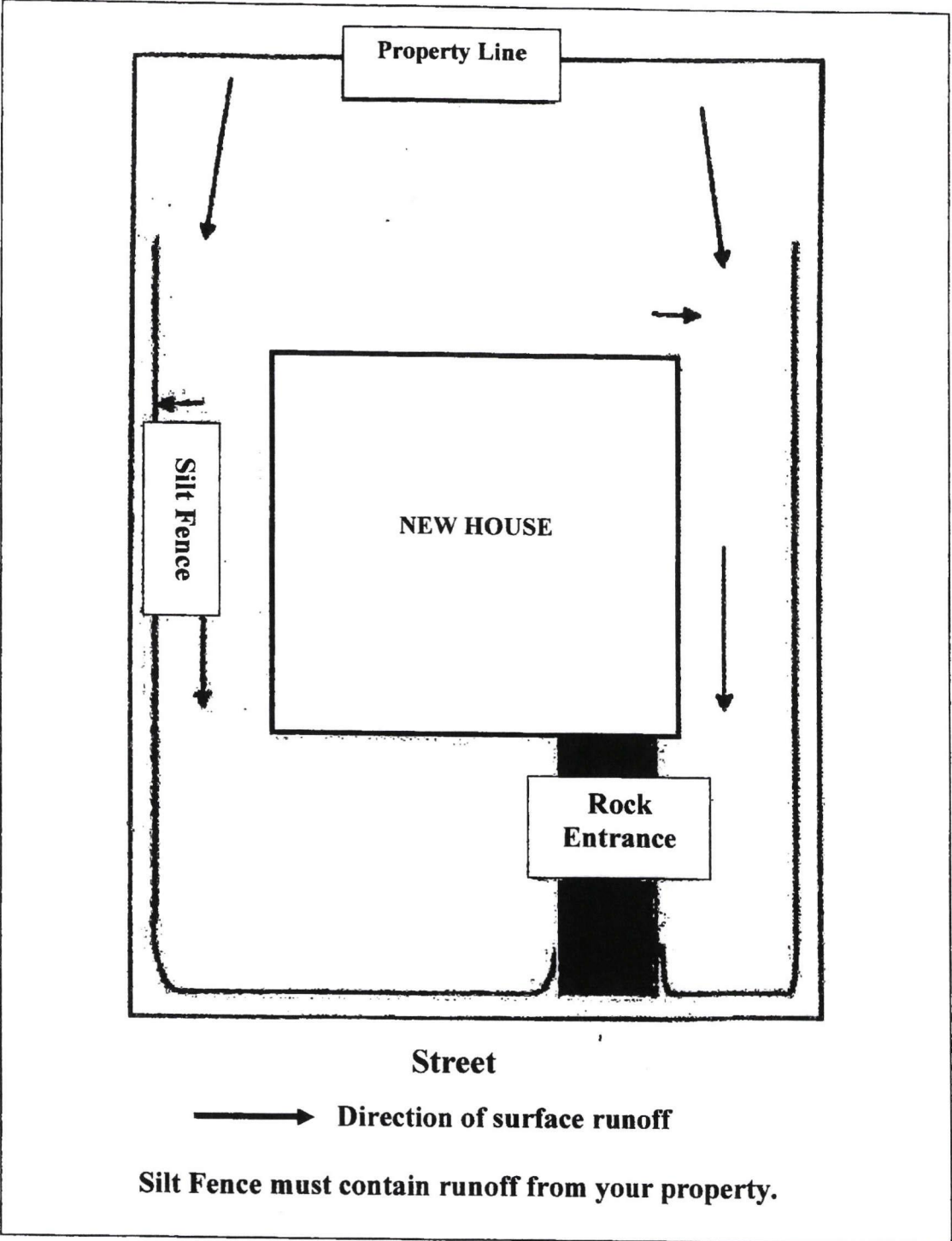
The undersigned further agrees the City of Albany, and its administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Albany, and its' employees harmless from all liability from the granting of this permit.

Dated: ____ / ____ / ____

(Signature of property owner/builder)

READ THIS

1. **DO NOT BEGIN CONSTRUCTION** prior to an inspection by Bill Barber, the Commercial Building Inspector. When your project has been marked or staked, call Mr. Barber at **612-270-4796** to make sure proper setbacks are met.
2. NOTIFY ANY SUBCONTRACTORS ABOUT REQUIRED INSPECTIONS AND WHEN THEY CAN BE SCHEDULED.
3. REVIEW THE SET OF PLANS RETURNED TO YOU. NOTIFY SUBCONTRACTORS OF ANY CHANGES. KEEP THIS SET OF PLANS AT THE JOB SITE.
4. THE CITY REQUIRES A CERTIFICATE OF OCCUPANCY (C.O.). THE CERTIFICATE MUST BE ISSUED **PRIOR** TO OCCUPANCY OF THE BUILDING. ALL REQUIRED INSPECTIONS AND CODE ISSUES MUST BE COMPLETED PRIOR TO A CERTIFICATE BEING ISSUED.
5. IT IS A REQUIREMENT OF THE CITY THAT A **ROCK ENTRANCE TO LOT** BE INSTALLED PRIOR TO CONSTRUCTION. **MUST BE INSTALLED AT TIME OF EXCAVATION.**
6. ANY DAMAGE TO AN ADJOINING SIDEWALK WILL BE REPAIRED AT THE EXPENSE OF THE INDIVIDUAL ON THE BUILDING PERMIT.
7. A SUMP PUMP, if required, **MUST** BE INSTALLED AND PIPED TO OUTSIDE OF HOME BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.
7. ALL DRIVEWAYS SHALL BE CONCRETE OR BITUMINOUS. NO GRAVEL DRIVEWAYS ARE PERMITTED.
8. SILT FENCE MUST CONTAIN RUNOFF FROM YOUR PROPERTY.



parking lot

Attention: This sketch is NOT an approved site plan. Please follow the attached instructions.

