



CITY OF SLEEPY EYE, MINNESOTA

Date _____

200 MAIN STREET EAST, SLEEPY EYE, MN 56085 (507) 794-3731 Permit Number _____

BUILDING PERMIT APPLICATION ZONING PERMIT DEMOLITION PERMIT

Please Print Information Below // Email Permits To: permits@sleepyeye-mn.com

SITE ADDRESS:	P.I.N.:
OWNER NAME: <small>(and address if different than Site Address)</small>	Phone:
	Email:

Lot	Block	Addition
A plot plan of proposed structure shall be submitted with each application. Plan shall show location of building on property and set backs from property lines. Plot plan to be sketched on attached sheet.		

STRUCTURE USE:		WORK CLASSIFICATION:			
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Replacement/Repair
PERMIT TYPE:		<input type="checkbox"/> Re-roof	<input type="checkbox"/> Re-side	<input type="checkbox"/> Re-window	<input type="checkbox"/> Garage
<input type="checkbox"/> Furnace-A/C	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Solar	<input type="checkbox"/> Shed	<input type="checkbox"/> Other	<input type="checkbox"/> Demolition

<input type="checkbox"/> HOMEOWNER <small>(Property Owner form required)</small>	CONTRACTOR:	License:
<input type="checkbox"/> CONTRACTOR	Contact:	Phone:
	Address:	Email:
	City, State, Zip:	

WORK DESCRIPTION:	Estimated Value: \$
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Is this home older than 1978? No Yes Contractor Lead Certification License No. _____

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. I hereby certify that I 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 provision of any other state or local laws regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Date Received:	Permit Valuation: \$
Zoning District:	Type of Construction: <input type="checkbox"/> VB <input type="checkbox"/> Other
Structure Height:	Occupancy Type: <input type="checkbox"/> IRC-1 <input type="checkbox"/> Other
Code Used: <input type="checkbox"/> IRC <input type="checkbox"/> IBC <input type="checkbox"/> Other _____	Sprinkled Building: <input type="checkbox"/> Yes <input type="checkbox"/> No

Setbacks:	Proposed: Front:	Rear:	Side:	Side:
Required:	Front: 25'	Rear: 4' or 25'	Side: Lot 7.5', Street 25'	Side: Lot 7.5', Street 25'

Comments: _____

BUILDING PERMIT FEES

TRANSACTION

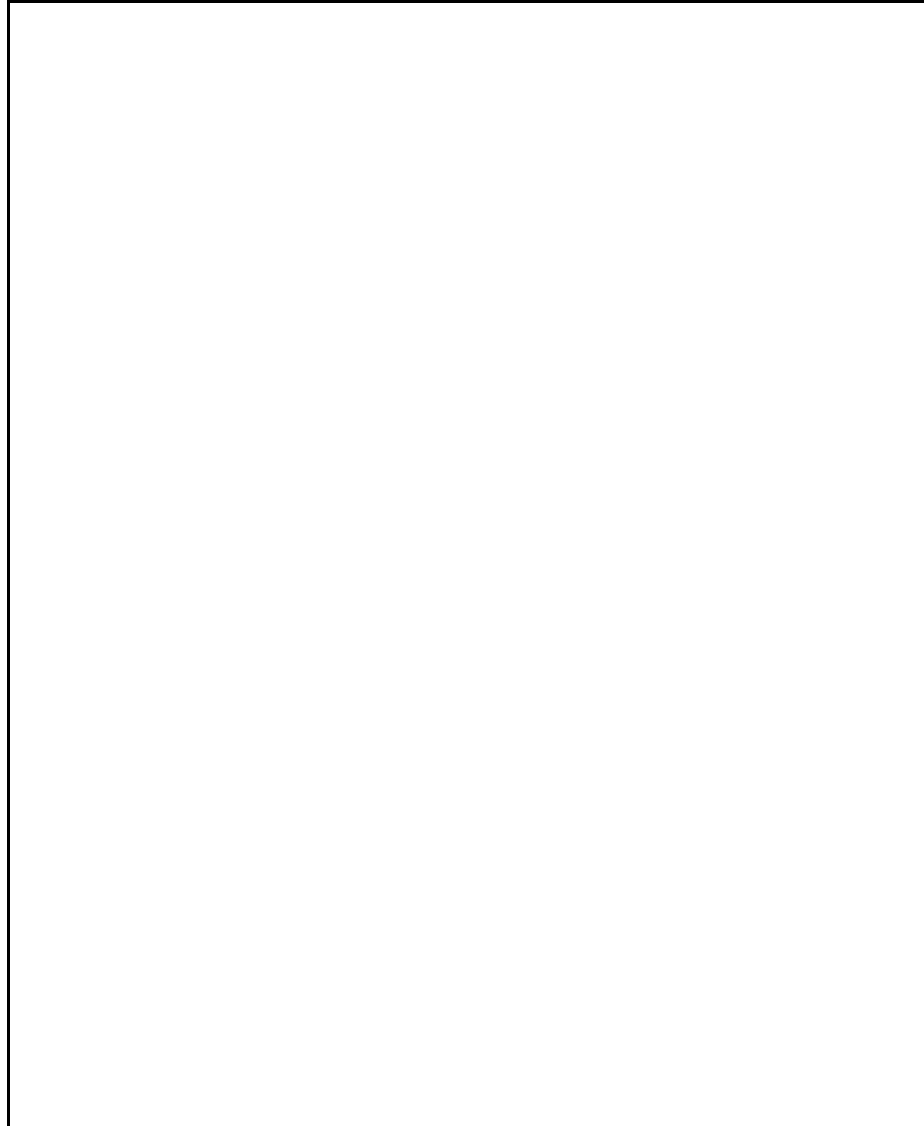
Permit Fee: \$	Date Received:
Plan Review Fee: \$	Form of Payment:
State Surcharge: \$	Issue Date:
Building Permit Total: \$	Issued By:

Building Official:	Date:
Zoning Administrator:	Date:

SITE ADDRESS:

OWNER NAME:

Plot Plan
Alley or Street



Lot
or Street

Lot
or Street

Alley or Street

Initial _____

_____ Property owner or the owner's agent is responsible for identifying and marking the property lines.

_____ A survey may be required if the property lines cannot be located.

_____ For all new construction or additions, you must stake-out the dimensions (minimum of four stakes) clearly identifying location of building project.

Show the following information:

- Dimension of Lot
- Size of Building
- Set Back from Front Lot Line
- Distance from Side Lot Line
- For Buildings in Rear of Lot, Show Distance from Alley Lot Line

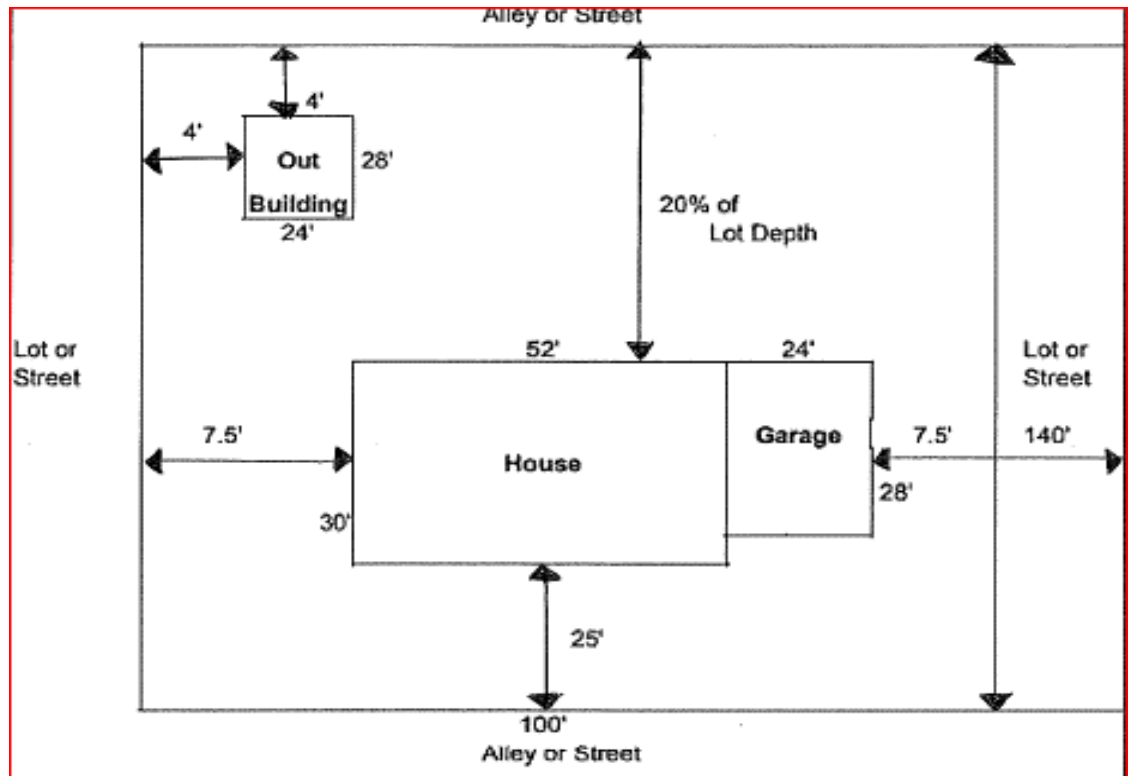
INFORMATION NEEDED TO APPLY FOR BUILDING PERMIT

1. Name of property owner and address.
2. Purpose of the permit.
3. Kind of Construction.
4. Cost of the project or estimated cost if actual figures are not available.
5. Names of contractors and license number of general contractor.
6. Site plan should include dimensions of the proposed construction and existing structures as to width and length. Also include height, number of stories and square footage of the improvement. This should be done to scale or as close as possible. It is important that the distance from the front, sides and rear lot lines of existing structures and proposed construction are shown. (See sample below).
7. Three sets of plans shall be submitted for all new residential, commercial or industrial buildings or major additions. In most cases, detached garages and small utility sheds do not require plans. In instances where a garage is to be attached to an existing building or an addition made to an existing structure, the Building Inspector will determine the information that will be necessary. This requirement shall also apply when facilities other than buildings are to be located within the City.

When all pertinent information has been submitted, a building permit application will be completed and signed by the property owner or by the contractor on behalf of the property owner. The setbacks will be checked by an authorized City employee and the Building Inspector will review the application and determine what inspections will be required. This process will take about 14 days, provided all necessary information has been included on the application and setbacks have been met.

In cases where the inspections by the Building Inspector are required, an inspection sheet will accompany the building permit. It is the responsibility of the property owner or general contractor to contact the inspector no less than twenty-four hours prior to the time the inspection is needed.

Setback Requirements
 Front yard setback: 25'
 Side yard setback: 7.5'
 Side yard setback for residential building over 25' in height: 15'
 Rear yard setback: 20% of lot depth
 of lot depth





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FIXED FEES

Adopted June 10, 2014

Plumbing (residential)	\$55.00	Effective August 1, 2014
Mechanical (residential)	\$55.00	Other maintenance or minor projects
Air conditioning installation	\$55.00	as determined by the building official. \$55.00
Fireplace (gas or wood)	\$55.00	
Re-roofing (residential)	\$55.00	Zoning Permit (storage buildings up to and
Re-siding(residential)	\$55.00	including 120 square feet) \$27.50
Fence	\$27.50	
Demolition	\$55.00	

All other permit fees based on valuation (labor & materials) rounding up to the nearest thousand using the fee schedule below. State Surcharge .0005% X Value of project plus the fee indicated below.

Value of \$1 to \$2000 - Fee - \$55.00

VALUE	FEE	VALUE	FEE	VALUE	FEE
\$3,000.00	\$91	\$40,000.00	\$587	\$77,000.00	\$797
\$4,000.00	\$105	\$41,000.00	\$598	\$78,000.00	\$801
\$5,000.00	\$121	\$42,000.00	\$609	\$79,000.00	\$806
\$6,000.00	\$136	\$43,000.00	\$620	\$80,000.00	\$809
\$7,000.00	\$151	\$44,000.00	\$630	\$81,000.00	\$813
\$8,000.00	\$166	\$45,000.00	\$641	\$82,000.00	\$817
\$9,000.00	\$182	\$46,000.00	\$652	\$83,000.00	\$820
\$10,000.00	\$196	\$47,000.00	\$663	\$84,000.00	\$824
\$11,000.00	\$212	\$48,000.00	\$674	\$85,000.00	\$828
\$12,000.00	\$226	\$49,000.00	\$685	\$86,000.00	\$831
\$13,000.00	\$242	\$50,000.00	\$696	\$87,000.00	\$836
\$14,000.00	\$257	\$51,000.00	\$699	\$88,000.00	\$840
\$15,000.00	\$272	\$52,000.00	\$703	\$89,000.00	\$843
\$16,000.00	\$287	\$53,000.00	\$707	\$90,000.00	\$847
\$17,000.00	\$303	\$54,000.00	\$710	\$91,000.00	\$851
\$18,000.00	\$317	\$55,000.00	\$714	\$92,000.00	\$854
\$19,000.00	\$333	\$56,000.00	\$719	\$93,000.00	\$858
\$20,000.00	\$347	\$57,000.00	\$722	\$94,000.00	\$862
\$21,000.00	\$363	\$58,000.00	\$726	\$95,000.00	\$864
\$22,000.00	\$378	\$59,000.00	\$730	\$96,000.00	\$870
\$23,000.00	\$393	\$60,000.00	\$733	\$97,000.00	\$874
\$24,000.00	\$408	\$61,000.00	\$737	\$98,000.00	\$877
\$25,000.00	\$424	\$62,000.00	\$741	\$99,000.00	\$881
\$26,000.00	\$434	\$63,000.00	\$744	\$100,000.00	\$885
\$27,000.00	\$445	\$64,000.00	\$749		
\$28,000.00	\$456	\$65,000.00	\$753		
\$29,000.00	\$467	\$66,000.00	\$756		
\$30,000.00	\$478	\$67,000.00	\$760		
\$31,000.00	\$489	\$68,000.00	\$764		
\$32,000.00	\$500	\$69,000.00	\$767		
\$33,000.00	\$511	\$70,000.00	\$771		
\$34,000.00	\$522	\$71,000.00	\$774		
\$35,000.00	\$532	\$72,000.00	\$779		
\$36,000.00	\$543	\$73,000.00	\$783		
\$37,000.00	\$554	\$74,000.00	\$787		
\$38,000.00	\$565	\$75,000.00	\$790		
\$39,000.00	\$576	\$76,000.00	\$794		

\$100,000 to \$500,000, \$885 for the first \$100,000 plus \$303 for each additional \$1,000 or fraction thereof.



CITY OF SLEEPY EYE, MINNESOTA

PROPERTY
OWNER -
SELF FORM

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BUILDING PERMIT APPLICANT: PROPERTY OWNER - SELF FORM

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 from 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 the 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 Minn. Stat. 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 Minn. Stat. 326.92 subd. 1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors I hire are unlicensed.

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

Signature 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 call Minnesota Department of Commerce, Enforcement Division, at (651) 205-4709.