



2241 221<sup>st</sup> Ave. NE • East Bethel, MN 55011  
Phone: (763) 367-7844 • Fax: (763) 434-9578

**APPLICATION FOR ACCESSORY STRUCTURE BETWEEN 120 AND 200 SQ. FT.**

Job Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

General Contractor (if being used): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contractor's Lic. #: \_\_\_\_\_

Do you intend on running a home occupation from the structure (circle one): YES NO

Intended use for structure: \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_ Height of Building: \_\_\_\_\_

Zoning: \_\_\_\_\_ Acres: \_\_\_\_\_ Shoreland Overlay District:  YES  NO

**Valuation of Work\*:** \$ \_\_\_\_\_

\*Based on cost of material and labor as if you were to hire a contractor.

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. 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 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 HERIN 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.

**TOTAL AMOUNT DUE: \$ 52**

Signature of Contractor or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (if owner builder): \_\_\_\_\_ Date: \_\_\_\_\_

Planning Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Revision Date: 6/2/2017

## **INFORMATION NECESSARY WHEN APPLYING FOR AN ACCESSORY BUILDING PERMIT BETWEEN 120 AND 200 SQ. FT.**

1. Permit application completed and signed.
2. Two sets of detailed building plans or blueprints.
3. Two copies of the residential survey or site plan indicating the following: Distances from the property lines, buildings on the same property, driveway location, septic system and well locations, lot size and any wetlands, rivers, lakes or easements. Site plan must be approved by the Planning Inspector. City Hall Building Dept can help you determine this information, but if the property lines cannot be determined, a survey will be required.
4. The proposed building location must be staked.
5. For all driveways on State or County road; you will need to contact the State of Minnesota or Anoka County and receive a driveway permit before applying for a building permit.
6. The septic system location must be fenced off with stakes and rope before construction begins.
7. Copy of the builder's license (unless homeowner is doing the project).
8. Lot size and acres of land. City Hall Building Dept can help you determine this information.
9. Proposed color of accessory building. The accessory building must be harmonious in color with the house and the finish material shall be compatible with the principal structure.
10. If other accessory buildings are on the property, give total square feet of existing accessory buildings.
11. Septic systems may need to be upgraded before a permit is issued. If you have any questions, please contact the Building Department.