



Application Number: _____

Related Records: _____

Olmsted County Planning Department

Inspections Division

2122 Campus Dr SE, Suite 100

Rochester, MN 55904

P: 507-328-7100 F: 507-328-7958

planningweb@olmstedcounty.gov

BUILDING PERMIT APPLICATION

Mandatory Submittal Information

1. 2 copies of site plan including distances from other structures, property lines, public streets, easements, septic tanks, drainfields and all wells
2. 2 sets of drawings with specifications per type of structure
3. Energy calculations (new homes only)
4. Townhome fire sprinkler (new townhome structures only)
5. Other information may be required depending on the scope of work

Site Address:

Township/Section	Subdivision	Block	Lot	Parcel

Applicant (select one): Property Owner Contractor/Professional Other (describe):

Scope of Work

Describe project in detail:

Property Owner

Full Name: Phone: Email:

Address:

General Contractor/Professional

Company Name: Phone: Email:

Contact Name: State License Number: Exp. Date:

Address:

Architect/Designer/Engineer

Company Name: Phone: Email:

Contact Name: State Registration Number:

Address:

Other Contractors

Well Contractor: New Well Existing Well Number of Bedrooms including future:

Septic Contractor: New Septic Existing Septic Garbage Disposal: Yes No

Footing Contractor: Poured Wall Contractor:

Trade Contractors

Plumbing/Gas Contractor:

Plumbing Valuation (Materials + Labor):

Mechanical/AC Contractor:

Mechanical Valuation (Materials + Labor):

Fireplace Contractor & Quantity:

Fireplace Valuation (Materials + Labor):

[Electrical permitting information can be obtained at https://www.dli.mn.gov](https://www.dli.mn.gov)

Project Descriptions

Residential (new)

Footing/Foundation

Single Family

Two Family

Duplex

Townhome

Condo

Multi-Family (3 & 4 units)

5 or more units

Garage slab only

Garage

Number of Cars:

Attached

Detached

Residential (existing)

Footing/Foundation

Deck

Addition

Alteration

Garage Addition

Number of cars:

Commercial (new)

Footing/Foundation

Church/Religious

Hospital/Institutional

Hotel/Motel

Industrial/Warehouse

Office/Bank

Parking Garage

Public Works & Utilities

Recreational

School/Educational

Service/Repair Station

Sign

Dimensions:

Height:

Number of Faces:

Valuation:

Retail/Customer Services

Commercial (existing)

Footing/Foundation

Addition

Alterations

Fire Sprinkler

Stand-alone

Multiple Use (domestic)

Water Cond. Equip

Yes

No

Size of Structure:

Certification Number:

Miscellaneous

Nonresidential building

(accessory structure)

Structures other than buildings

(fences, pools, retaining walls,
carport, etc.)

Other:

Valuation of materials and labor (only for alterations not including change of finished square footage): **Occupancy Type:** **Construction Type:**

Square Footage (only for basement finish, additions or new structures)	Above Basement	Basement – Select: Finished Unfinished Semi-Finished Finish Existing	Garage and/or Accessory Structure	Porch and/or Stoop	Deck

Disclaimer and Signature

I hereby apply for a building/zoning permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances of Olmsted County and with the Minnesota Building Codes; that I understand this is not a permit, but only an application for a permit, and work is not to start without a permit; and that the work will be in accordance with the approved plan in the case of work which requires a review and approval of plans.

Applicant Signature: _____

Date: _____

Zoning Review

Zoning District: _____

Site Plan: _____

Acres: _____

Required Setbacks: Front Side Rear Side Street

Comments: _____

Zoning Administrator: _____

Date: _____



Permit Number: _____

Property Owner Waiver

Minnesota State Contractor Licensing Requirements

The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.

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 waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I 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 State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. 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 State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that 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 jurisdictional Ordinance in connection with the work performed on this property.

Signature of Property Owner

Date

Project Address

Please return this signed waiver with the Building Permit Application.

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Labor and Industry, Licensing Division at 651/ 284- 5065, or toll-free at 1-800/ DIAL-DLI (342-5354).

Minnesota State Contractor License Law

Notice to Homeowners: Be Sure Your Contractor is Licensed

Know Your Rights

The State of Minnesota recently adopted a statewide "Contractor and Remodeler License Law." This law is designed to protect the consumer by requiring that contractors be licensed with the State. Contractors must apply to the State, post a bond, and show proof of insurance and competency. The law gives homeowners reasonable assurance that they are dealing with a reputable, professional contractor, and a place they can call to get general contractor information.

Getting Information on a Contractor

Contractors, with a few exceptions, who contract with a homeowner to perform home construction, remodeling, or repair, must be licensed with the Minnesota Department of Labor and Industry. Homeowners can call the Department Licensing Division at 1-800- DIAL- DLI, 651-284-5069 or visit the web site at <https://secure.doli.state.mn.us/lookup/licensing.aspx> to obtain information on a specific contractor. Contractors must display their license number on their advertising and they must make it available to consumers. Building permits cannot be granted to contractors who are not properly licensed by the state.

Exceptions to Being Licensed

State law exempts contractors who have gross annual receipts from the construction business of less than \$15,000.00. Also exempt are specialty contractors who perform only one specialty skill.

Homeowner Rights if a Contractor is Not Licensed

If your contractor is required to be licensed by the State of Minnesota and you find that he/she is not, you may still have recourse under the law. Generally, the law provides that a contractor who is working in violation of the Minnesota State License Law has no lien rights and may not be able to enforce a contract signed with a homeowner. If you find yourself in this situation, you should consult with an attorney to get sound legal advice. You should never knowingly hire someone who is deliberately violating the State License Law.

Working on Your Own Home

You can obtain permits to do work on your own home. The License Law was written to ensure a reasonable degree of protection for you as the consumer of construction services, not to discourage homeowners from doing work on their own property. For your safety, building permits are required for most construction projects.

For more information on State Licensing, contact the

Minnesota Department of Labor and Industry at 800/DIAL- DLI or

Licensing, Bond and Insurance

Minnesota Statutes 326B.41 to 326B.59

Licensing, Bond and Insurance

Subdivision 1: Plumbers must be licensed in certain cities; master and journeyman plumbers; plumbing on one's own premises; rules for examination

In any city now or hereafter having 5,000 or more population, according to the last federal census, and having a system of waterworks or sewerage, no person, firm, or corporation shall engage in or work at the business of a master plumber or journeyman plumber unless licensed to do so by the state commissioner of health. Anyone not so licensed may do plumbing work which complies with the provisions of the minimum standard prescribed by the state commissioner of health on premises or that part of premises owned and actually occupied by the work as a residence, unless otherwise forbidden to do so by a local ordinance.

The department of health shall prescribe rules, not inconsistent herewith, for the examination and licensing of plumbers.

Subdivision 2: Bond; insurance

Any person contracting to do plumbing work must give bond to the state in the amount of \$25,000 for all work entered into within the state. The bond shall be for the benefit of persons injured or suffering financial loss by reason of failure to comply with the requirements of the Plumbing Code.

Water Conditioning

MPC 4715.5000 Scope and Applicability

Parts 4715.5000 to 4715.6000 prescribe minimum standards and procedures for all water conditioning installations and servicing in single-family dwellings. Any person who installs or services water conditioning equipment, whether or not such person is licensed pursuant to Minnesota Statutes 1978, Sections 328.57 to 328.66, must comply with the applicable provisions of the current version of the Minnesota Plumbing Code, Parts 4715.500 to 4715.6000.

Minnesota Statutes, Chapters 326

326.58 Local Regulations

Any city or town with a population of 5000 or more persons may, by ordinance, adopt local regulations providing for water conditioning permits, bonds, approval of plans, and inspections of water conditioning installations and servicing, which regulations shall not be in conflict with the water conditioning standards on the same subject prescribed by the state commissioner of health.

326.60 Licensing in certain cities

In any city or town now or hereafter having a population of 5,000 or more according to the last federal census, no person, firm, or corporation shall engage in or work at the business of water conditioning installation or servicing after January 1, 1970, unless (a) at all times a person licensed as a water conditioning contractor by the state commissioner of health shall be responsible for the

proper water conditioning installation and servicing work of such person, firm, or corporation, and (b) all installations, other than exchange of portable equipment, are actually made by a licensed water conditioning contractor or licensed water conditioning installer.

326.65 State license

The provisions of Section 326.57 to 326.65 which require the obtaining of licenses to engage in the work or business of water conditioning installation, and the provisions which provide for the examination of applicants for such licenses, shall only apply to cities and towns having a population of 5,000 or more and shall not apply to master plumbers and journeyman plumbers licensed under the provisions of Sections 326.37 to 326.45.